

WOODINVILLE WATER DISTRICT
1420th Regular Meeting
April 6, 2021

ATTENDANCE

Commissioners: Chuck Clarke, Aleksandra Kachakov, Pamela J. Maloney, Tim Schriever, and Karen Steeb
Staff: Patrick Sorensen, Ken McDowell, Jack Broyles, Darcie McAlister, Dee Lofstrom, Christian Hoffman, Sandra Tachibana, and Jane Nicholls
General Counsel: William Linton

CALL TO ORDER

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

SWEARING IN OF COMMISSIONER KACHAKOV

Commissioner Kachakov was sworn in to fill the remaining term of the Commissioner Position No. 2. by Jack Broyles, Notary Public.

ROLL CALL

Commissioners Clarke, Maloney, Schriever and Steeb along with Attorney William Linton were all present via Microsoft Teams video conference. Commissioner Kachakov was present at the Woodinville Water District office. 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 Schriever and seconded by Commissioner Maloney to approve the Meeting Agenda. Vote 4-0-1. Commissioner Kachakov abstained. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) March 10, 2021 Special Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve the March 10, 2021 Special Meeting Minutes. Vote 4-0-1. Commissioner Kachakov abstained. Motion carried. So ordered.

7 (b) March 16, 2021 Regular Meeting Minutes

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to approve the March 16, 2021 Regular Meeting Minutes. Vote 4-0-1. Commissioner Kachakov abstained. Motion carried. So ordered.

CONSENT AGENDA

8 (a) Sign Monthly Vouchers

- Water Maintenance Fund (09-104-0010), Vouchers #98850 through #98919 and Payroll Advice #9101 through #9136 in the amount of \$642,139.34
- Sewer Maintenance Fund (09-104-0510), Vouchers #27201 through #27207 in the amount of \$342,738.31
- Water Construction Fund (09-104-3010), Vouchers #35416 through #35426 in the amount of \$805,774.83
- Sewer Construction Fund (09-104-3510), Vouchers #40974 through #40975 in the amount of \$32,295.76

4/12/2021 A/P and 3/29/2021 Payroll A/P

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to approve the Consent Agenda. Vote 4-0-1. Commissioner Kachakov abstained. Motion carried. So ordered.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

OLD BUSINESS: None.

NEW BUSINESS:

11 (a) Singh Variance Extension

Mr. McDowell reviewed the Variance Extension details with the Board and staff.

Kit Singh (applicant) is the owner of a parcel (PIN 2226059085). The parcel is located at 14313 - 137th PL NE in the City of Woodinville. Mr. Singh has requesting an extension to the variance he received at the September 4, 2018 board meeting for several reasons. First the development next door has not begun construction at this time, then the property changed owners, and there was an issue with a manure pile on the neighboring property that needed to be resolved.

At the 9/4/18 Board meeting, it was moved by Commissioner Schriever and seconded by Commissioner Knapinski to grant a variance to District Code Subsection 4.04.010 B(1) requiring a water main extension to the end of the developer's property. A condition was added to this variance, and recorded on the property title, that:

- If parcel No. 2226059085 is subdivided for more than one home, the property owner shall extend the watermain to and through to the end of the property.

Additional conditions of the variance extension are:

- The property owner will pay the Equity Cost of \$22,239.99 at the time of the water meter purchase, and:
- A new Water Availability Certificate will be issued within 60 days of the variance extension approval. The variance will be valid until the water main in NE 143rd St has been extended to Parcel No. 2226059085 and accepted as complete by the Board, or two (2) years, whichever event occurs first.

Staff's recommendation is to grant the variance extension with the same terms and conditions as the previous variance approval. The development that Mr. Singh will be connecting to submitted plans to the District on March 2, 2021. The Developer Extension process is anticipated to start soon.

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to grant an extension to a variance to District Code Subsection 4.04.010 B(1) requiring a water main extension to the end of the developer's property.

- **A condition will be recorded against the property title, that if this property is subdivided for more than one home, the property owner shall extend the watermain to and through to the end of the property.**
- **The property owner will pay the Equity Cost of \$22,239.99 at the time of the water meter purchase; and**
- **A new Water Availability Certificate will be issued within 60 days of the variance extension approval. The variance will be valid until the water main in NE 143rd St has been extended to Parcel No. 2226059085 and accepted as complete by the Board, or two (2) years, whichever event occurs first. Vote 4-0-1. Commissioner Schriever recused himself. Motion carried. So ordered.**

11(b) Professional Services Agreement with Kroll Map Company for Easement Creation-Addendum 01

Ms. Lofstrom introduced the agreement and reviewed the reasons this work needs to be done.

The District's GIS has an easement feature class, which consists of polygons that represent the areas on private properties that are encumbered by water and/or sewer mains and appurtenances. These easements are essential for our Operations and Engineering staff to have the authority to enter private property for maintenance or inspection of these facilities. It is equally important that the Operations and Engineering staff know where the physical easements exist and how to access the linked recorded easement document.

The recorded copies of easement documents are kept with the project document files until such time that the project is complete. Once completed, the easement is drawn, the document scanned, and it is linked to the associated easement polygon in GIS. The documents contained in the current easement database represent those that were retrieved from older project files stored in the basement and those that have been closed out in recent years. Our current easement database represents a very small portion of the District's total easement count, as this process was started with projects that are no older than approximately 20 years. Older construction project documents that have been converted from microfiche to PDF's, ranging in age from 1964-1997, are stored on the network. In late 2020, an internal staff project was organized to start searching for, extracting,

and saving each recorded easement document found from these old PDF files. We noticed that all the easements found from these early projects contained a legal description of the easement polygon only, no easement sketch as in newer easement documents. This makes locating and drawing the easements much harder and time consuming. We soon realized that this project was beyond what we were able to do without the help of additional engineering or survey expertise.

The District decided to send out an RFP to three qualified consultants from the MRSC that had such expertise and received proposals from each of them. Kroll Map Company was selected based on their long history of such work in the Seattle area, their qualified personnel, and outstanding reference checks. The first Professional Services Agreement was signed by the General Manager on November 19th, 2020, as it was under his signing authority amount. The additional of Addendum 01 will increase the contract amount so that it will require Board approval.

The District has received the easement polygon layer and are very satisfied with the work done by Kroll Map Company. Staff's recommendation is to continue our relationship with Kroll Map Company for validation and creation of an additional 83 easement features will be a worthwhile expenditure in continued effort to complete the easement dataset.

The contract Amendment 01 for the Kroll Map Company includes a not-to exceed cost of \$10,000.00, which includes tax, and will bring the total value of the current Kroll Map Company contract to \$19,976.98. This contract amendment is budgeted in the 2021-2022 budget under IT/GIS Consulting Services.

Original Contract Amount:	\$9,976.98	(IT/GIS Budget)
Amendment 01:	<u>\$10,000.00</u>	(IT/GIS Budget)
Total Revised Contract:	\$19,976.98	

**It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the Kroll Map Company Contract Amendment 01 in an amount not to exceed \$10,000.00, which includes tax, and authorizing the General Manager to sign the amendment.
Vote 5 -0-0. Motion carried. So ordered.**

11(c) Amendment No. 4 to the Professional Services Agreement with DEA Engineers, for Sewer Siphon1 Reconfiguration Project

Mr. Hoffman explained that Mr. Henke requested this item be removed from this agenda to allow some internal billing issues affecting the figures in the report by DEA Engineers be resolved.

Commissioner Clarke pulled Item 11(c) from the agenda.

Commissioner Maloney assumed the role of Board President at 5:20 pm to allow Commissioner Clarke to resolve some technical issues with the Microsoft Teams video conferencing.

11 (d) Amendment No. 1 to the Professional Services Agreement to MurraySmith Inc for the NE 177th St AC Replacement Project

Mr. Hoffman reviewed the details of this agreement with the Board and staff.

The City of Woodinville approached the District regarding work on NE 177th St. As they were looking to overlay the street, they asked if we needed to replace any AC pipe along this run. There currently is 1,500 feet of 6-inch AC pipe that has been identified to be replaced in our Comprehensive Water Supply Plan along this section of roadway.

The District awarded a Professional Services Agreement (PSA) to MurraySmith, Inc., on July 21, 2020, for the design of this project. The scope for the project was for the design through the bid phase. The intent was to amend the PSA, once the design is complete, to add construction management services to the contract.

The original design scope assumed that an overlay would be coordinated with the City of Woodinville (City) with the potential of performing this work under an Interlocal Agreement. The City decided that they will hold off on their overlay but will require the District to do a half street overlay for the length of our project. The design for this project is nearing completion and Engineering Staff have negotiated an amendment to the original PSA, to include an overlay design, and construction survey staking, in addition to adding construction management services. This amendment is in the amount of \$62,961.00.

This project has been included in the 2020 Water Construction Fund with an original amount of \$598,176 for combined engineering, overlay and construction costs. The estimated total construction cost including the overlay is \$733,000.00. The estimated revised total project cost, including engineering, overlay and construction, is \$915,451.00.

Original Contract Amount:	\$ 119,490.00
<u>Amendment No. 1:</u>	<u>\$ 62,961.00</u>
Revised Contract Amount:	\$ 182,451.00

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to amend the Professional Services Agreement with MurraySmith, Inc. adding overlay design, construction survey staking, and construction management services, for the NE 177th St AC Replacement Project in an amount not to exceed \$62,941. Vote 5-0-0. Motion carried. So ordered.

Commissioner Clarke resumed the role of President of the Board at 5:30 pm.

REPORTS

- (a) General Manager's Report - Mr. Sorensen reviewed the General Manager's report with the Board.
- (b) Engineering Report - Mr. Hoffman reviewed the Engineering Report with the Board. Commissioner Clarke thanked Mr. McDowell and Mr. Hoffman for the report and requested they provide additional explanation when acronyms are used.

- (c) Finance Report - Mr. Broyles provided an update on past due account balances.
- (d) Operations & Maintenance Report - No Report.
- (e) MWPAAC - Commissioner Clarke thanked Mr. Broyles for his work drafting the very well written letter to the County regarding rates. The rate letter was approved by MWWPAC committee members at the March 24th general meeting. Mr Broyles discussed the Rates and Finance committee meeting which was held on April 1, 2021.
- (f) Seattle System Operating Board - Commissioner Maloney and Mr. Sorensen attended the April 1, 2021 meeting which was business as usual. The second contract workshop was held April 6, 2021 which dealt with water quality and conservation topics.
- (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) - The April meeting will be combined with the Spring Conference April 14 – 16, 2021.
- (j) Wellness Committee - No Report.
- (k) Attorney's Report - Mr. Linton will provide comment during the Executive Session.

COMMISSIONER'S COMMENTS

Commissioner Kachakov said how pleased she is to be part of this Board. All the Commissioners thanked Commissioner Kachakov for accepting this opportunity to serve the ratepayers of the District.

Commissioner Maloney mentioned she politely declined the invitation by Judy Gladstone to serve on the Governor's Public Works Board as she felt it could impact her ability to do her best work for Woodinville Water District. Commissioner Steeb said there were several other interested candidates who were also well qualified to serve.

COMMISSIONER CALENDARS

All the Commissioners said they will be available for the April 20, 2021 meeting. Commissioner Maloney will not be available for the May 4, 2021 meeting but all other Commissioners are planning to attend.

ITEMS FROM THE PUBLIC: None.

Commissioner Clarke adjourned the regular meeting at 6:30 p.m. for a ten-minute break until 6:40 p.m.

EXECUTIVE SESSION

The Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(i)(C) at 6:40 p.m. for 30 minutes to discuss potential litigation. The Commissioners, Attorney William Linton, Mr. Sorensen, Ed Cebron and Jason Mumm attended the Executive Session.

At 7:10 p.m. the Executive Session was extended 15 minutes., which was publicly announced.

At 7:25 p.m. the Executive Session was extended 10 minutes, which was publicly announced.


The Executive Session concluded at 7:35 p.m. and the open public meeting was reconvened. No formal action was taken.

ADJOURNMENT

Commissioner Clarke adjourned the meeting at 7:36 p.m.

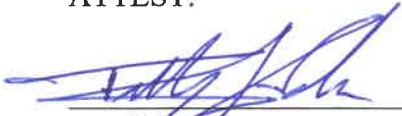


Chuck Clarke - President



Pamela J. Maloney - Vice President

ATTEST:



Tim Schriever - Secretary



Tim Schriever - Secretary



Aleksandra Kachakov - Commissioner



Karen Steeb - Commissioner

Minutes: Jane Nicholls