

WOODINVILLE WATER DISTRICT
1400th Regular Meeting
May 19, 2020

ATTENDANCE

Commissioners: Chuck Clarke, Dale Knapinski, Pam Maloney, Tim Schriever and Karen Steeb
Staff: Patrick Sorensen, Michael Maurer, Nick Foster, Darcie McAlister, Ken McDowell,
Sandra Tachibana and Jane Nicholls
General Counsel: William Linton

CALL TO ORDER

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

ROLL CALL

Commissioners Maloney, Clarke 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. Naomi Carrasquero currently residing at 24118 40th Ave SE, Bothell, WA 98021 was present via teleconference, but no members of the public appeared in person.

ITEMS FROM THE PUBLIC: None.

ADDITIONS OR DELETIONS TO THE AGENDA:

Commissioner Maloney requested Item 11c be moved to the first item of New Business to accommodate Ms. Carrasquero who was waiting on the phone.

MEETING AGENDA APPROVAL

It was moved by Commissioner Steeb and seconded by Commissioner Clarke to approve the revised Meeting Agenda. Vote 3-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) May 5, 2020 Regular Meeting Minutes

It was moved by Commissioner Clarke and seconded by Commissioner Steeb to approve the May 5, 2020 Regular Meeting Minutes. Vote 3-0-0. Motion carried. So ordered.

CONSENT AGENDA

8 (a) Sign Monthly Vouchers

- Water Maintenance Fund (09-104-0010), Vouchers #97725 through #97771 and Payroll Advice #8245 through #8280 in the amount of \$442,702.89
- Sewer Maintenance Fund (09-104-0510), Vouchers #27126 through #27128 in the amount of \$2,698.38

- Water Construction Fund (09-104-3010), Vouchers #35314 through #35318 in the amount of \$139,966.22
- Sewer Construction Fund (09-104-3510), Vouchers #40959 through #40960 in the amount of \$23,339.30

5/26/2020 A/P and 5/11/2020 Payroll A/P

It was moved by Commissioner Clarke and seconded by Commissioner Steeb to approve the Consent Agenda. Vote 3-0-0. Motion carried. So ordered.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

OLD BUSINESS: None.

Commissioner Knapinski joined Microsoft Teams video conference at 5:11 p.m.

NEW BUSINESS

11 (c) Carrasquero Variance Request

Mr. McDowell reviewed the details of the Variance Request with the Board and staff. The Board has concerns regarding the City of Woodinville approving the short plat without the required infrastructure improvements being made. Staff feels the terms of this variance are the best options for handling the situation.

Naomi Carrasquero addressed the Board via teleconference and provided a review of the statements she made in her letter to Mr. McDowell on April 24, 2020. She mentioned she would like to see the City of Woodinville accept liability for their oversight. The Board thanked Ms. Carrasquero for her time and efforts especially during this difficult time.

It was moved by Commissioner Steeb and seconded by Commissioner Clarke to grant a variance to District Code Section 4.04.010 A(2) requiring an extension through the developer's property subject to the following conditions:

- **Applicant to apply and receive a Sewer Availability Certificate within 60 days of this meeting date. This variance approval will be valid for the duration of the Sewer Availability Certificate, which is one year from the date of the General Managers signature.**
- **Applicant to provide a sewer easement for future sewer extension.**
- **Applicant to pay an equity cost of \$14,449.29.**

Vote 4-0-0. Motion carried. So ordered.

Commissioner Schriever joined Microsoft Teams video conference at 5:15 p.m.

11 (a) Sewer Comprehensive Plan Update

Evan Henke, P.E. Principle with CHS Engineering addressed the Board and Staff remotely via Microsoft Teams video conference to review the Comprehensive Plan he has spent the last few months updating. He reviewed a PowerPoint presentation that provided information on the potential impacts to the District. No decision was to be made at this meeting; some Commissioners provided questions in advance of the meeting which were included in the agenda packet materials.

The Commissioners would like staff to have additional time to review and be comfortable with the data that was presented. Mr. Henke will double check the averages and provide additional detail on the “real vs. 80%” estimates and begin work toward making the next presentation at a July 2020 Board meeting and submitting the Plan to the City of Woodinville for review sometime in August 2020.

11 (b) WWD Turn Lane Options

Mr. McDowell provided an overview of the options CHS proposed in response to the Board’s request for additional options at the May 5th Board Meeting.

Commissioner Knapinski submitted questions to Mr. Sorensen prior to the May 19th meeting regarding his liability and safety concerns. Evan Henke from CHS Engineering mentioned the estimated cost for the turn lane was based on a turn lane installed to the East of the District on Woodinville-Duvall Rd for a church in 2004.

During the discussion Commissioner Knapinski restated some of his questions and concerns to which Mr. Henke, Commissioners and staff responded. Mr. Knapinski mentioned he was pleased with the discussion. It was decided that additional information is necessary before the item is brought back to a future meeting. No decision was made at this time.

11 (d) Pipeline Newsletter

The Board provided staff with edits which were incorporated in the newsletter prior to this meeting. Ms. Tachibana mentioned the CIP map was not included in this edition due to space limitations but would be resumed in the next issue.

REPORTS

- (a) General Manager’s Report – Mr. Sorensen discussed plans being made to prepare to reopen the District office to customers and resume full staffing. Customers will be asked to wear face masks and sanitize their hands upon entering the lobby. Mr. Sorensen will email out additional details after they are finalized. The Board was asked their feeling on re-starting in-person Board meetings in June. The decision was made to hold the June 2nd meeting via Microsoft Teams and evaluate resuming regular in-person meetings beginning with the June 16th meeting, unless government guidelines change.

Mr. Sorensen asked the Board’s permission to close the office lobby to customers each day at 4:00 p.m. to allow staff time to sanitize the lobby and front desk in preparation for the next day’s

business. The phone lines would still be monitored until 4:30 p.m. The Board granted approval for this change.

Mr. Sorensen congratulated Commissioner Clarke on his lifetime achievement award from the Department of Health on May 8, 2020.

- (b) Engineering Report – No Report.
- (c) Finance Report – Mr. Maurer reviewed the Finance Report and provided an update on past due accounts. It was mentioned that Mr. Ott paid the settlement assessment for the unauthorized connection in the amount of \$2,242.92.
- (d) Operations & Maintenance Report – Mr. Brown updated the Board on the status of the Department regarding Water Quality and Customer Service and the affects from the COVID-19 crisis.
- (e) MWPAAC – Mr. Sorensen reported on the May 7th Skype meetings.
- (f) Seattle System Operating Board – Mr. Sorensen reported on the May 7th Skype meeting. There will be no rate increase in 2021 and possibly also in 2022. The contract discussion has been postponed it will not be in May possibly June 4th.
- (g) Sno-King Water District Coalition – Mr. Sorensen attended the May 11th meeting via Zoom. Mr. Lindstrom reported on the nutrient discharge limits and the ongoing support to oppose the utility fees or taxes. Commissioner Steeb would like Mr. Lindstrom to reformat his report to add subtitles and bullets for better readability. There will be no June 2020 meeting.
- (h) Snohomish River Regional Water Authority (SRRWA) – No Report.
- (i) Washington Association of Sewer and Water Districts (WASWD) – Mr. Sorensen reported on the May 18th meeting. Commissioner Clarke did not get elected to the RWQC Board.
- (j) Wellness Committee – No Report.
- (k) Attorney’s Report – No Report.

COMMISSIONER’S COMMENTS

Commissioner Maloney reminded the Board that it is time to prepare Mr. Sorensen’s annual evaluation. There will be an executive session at the June 2nd meeting to review Mr. Sorensen’s evaluation.

Commissioner Schriever mentioned he was having difficulties communicating with other Districts to obtain Water & Sewer Availability Certificates during this COVID-19 shutdown. He hopes our staff is doing a better job communicating with customers.

COMMISSIONER CALENDAR

All commissioners indicated they will be available for the next video conference Board meeting on June 2, 2020.

ITEMS FROM THE PUBLIC: None.

EXECUTIVE SESSION: None.

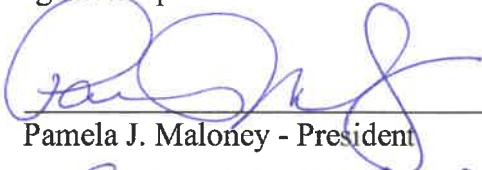
ADJOURNMENT

Commissioner Maloney adjourned the meeting at 7:57 p.m.

ATTEST:



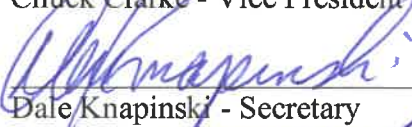
Dale Knapinski - Secretary



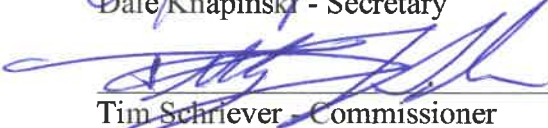
Pamela J. Maloney - President



Chuck Clarke - Vice President



Dale Knapinski - Secretary



Tim Schriever - Commissioner



Karen Steeb - Commissioner

Minutes: Jane Nicholls