

WOODINVILLE WATER DISTRICT
1425th Regular Meeting
June 15, 2021

ATTENDANCE

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

CALL TO ORDER

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

ROLL CALL

Commissioners Clarke, Kachakov, Maloney, Schriever, and Steeb along with Attorney Curtis Chambers 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

Commissioner Clarke requested the addition of a 25-minute Executive Session pursuant to RCW 42.30.110(1)(g) to review the General Manager's Performance.

MEETING AGENDA APPROVAL

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the amended Meeting Agenda. Vote 5-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) June 1, 2021 Regular Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the June 1, 2021 Regular Meeting Minutes. Vote 5-0-0. Motion carried. So ordered.

CONSENT AGENDA

8 (a) Sign Monthly Vouchers

- Water Maintenance Fund (09-104-0010), Vouchers #99099 through #99162 and Payroll Advice #9283 through #9317 in the amount of \$750,332.06.
- Sewer Maintenance Fund (09-104-0510), Vouchers #27219 through #27222 in the amount of \$11,647.38.

- Water Construction Fund (09-104-3010), Vouchers #35449 through #35455 in the amount of \$47,869.37
- Sewer Construction Fund (09-104-3510) Vouchers #40980 through #40981 in the amount of \$10,895.00.

6/21/2021 A/P and 6/8/2021 Payroll A/P

It was moved by Commissioner Kachakov and seconded by Commissioner Steeb to approve the Consent Agenda. Vote 5-0-0. Motion carried. So ordered.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

OLD BUSINESS:

10 (a) Fifth Amendment to Agreement for Legal Services with Inslee Best relating to King County Ordinance

Inslee Best needs to request an additional amendment to the Legal Services Agreement to increase the current budget amount. A proposed Fifth Amendment is attached. The proposed Fifth Amendment increases the budget estimate for the District share by an additional \$7,500.00 which will provide additional funds that will be incurred in preparing and responding to some upcoming summary judgment motions, engaging in further discovery efforts and preparing this matter for trial. Mr. Frimodt, the lead counsel from Inslee Best, is working toward a favorable ruling at a summary judgment hearing scheduled for July 23, 2021 that may open an avenue for a negotiated resolution of this matter on far more reasonable terms than what King County is currently demanding.

The following is a recap of the prior budget amounts provided for in the Legal Services Agreement to each participating District, as amended, dating back to 2017:

Cumulative Budget Amount

Base Legal Services Agreement (Feb. 2017):	\$2,300.00
First Amendment (Dec. 2017) increased by \$ 10,000:	\$12,300.00
Second Amendment (Sept. 2018) increased by \$ 4,000:	\$16,300.00
Third Amendment (Sept. 2019) increased by \$1,500:	\$17,800.00
Fourth Amendment (Jan. 2020) increased by \$7,500:	\$25,300.00
Proposed Fifth Amendment (May 2021) increase by \$7,500:	\$32,800.00

The following are important dates coming up that are driving the need to request the Fifth Amendment:

- First Summary Judgment Motion Hearing-July 23, 2021
- Second Summary Judgment Motion Hearing- December 3, 2021
- Trial Date - March 14, 2022

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to approve the Fifth Amendment to an Agreement for Legal Services with Inslee Best related to the King County Right-of-Way tax lawsuit and negotiations in an amount of \$7,500.00 for a cumulative total of \$32,800.00, and to authorize

the General Manager to sign the amendment on the District's behalf. Vote 5-0-0. Motion carried. So ordered.

NEW BUSINESS:

- 11 (a) Amend Professional Services Agreement with RH2 Engineering Inc for the D-39 Eastridge Elementary School Water Main Improvements, Contract No. 2-21

At the January 19, 2021 Board meeting the District awarded a Professional Services Agreement (PSA) to RH2 Engineering, Inc. for design and bid services for the D-39 Eastridge Elementary School Water Main Improvements Project. The original PSA indicated that once the project was out for bidding, staff would bring back an amendment for the construction management services.

This amendment will cover the preparation of the recommendation of award, facilitate a preconstruction meeting, provide construction consultation and submittal review, along with preparation of as-built mylars and close out of the project. This project originally included the work around the Eastridge Elementary School and installation of new water main along NE 166th St, if extended, from 227th Ave NE to 232nd Ave NE. Because of the need to accomplish the work around the school site during the summer break, the project has been phased, with the school portion being addressed first. Staff are still working with the residents along NE 166th St to obtain easements for the future water main and will continue with the design of the second phase once the work at the school site has begun. Our consultant is going to try and accomplish all the design work within the previous approved budget but may need to request another amendment due to the additional work in preparing two separate bid documents for the two phases. The design for the second phase is at 90% and we will know more as we get closer to completing the design.

The amount of this amendment is \$24,089 to be paid in monthly progress payments on the basis of work actually performed.

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to amend the Professional Services Agreement with RH2 Engineering, Inc. to include construction management services for the D-39 Eastridge Elementary School Water Main Improvement project, Contract No. 2-21, in an amount not to exceed \$24,089. Vote 5-0-0. Motion carried. So ordered.

- 11 (b) Award Construction Contract for the Eastridge Elementary School Water Main Improvement Project, Contract No. 2-21

RH2 Engineers, Inc. completed the design for the Eastridge Elementary School Water Main Improvement Project, Contract 2-21. The purpose of this project is to upsize the water main on the north side of the Eastridge Elementary School to increase the fire flow to 2,500 gpm. The work will include installation and upsizing of approximately 750 linear feet of ductile iron pipe.

This project was advertised for bids on May 18th and 19th in the Daily Journal of Commerce with the plans and spec's available on Builders Exchange. The bid opening was held on June 3, 2021 at 3:00 pm. Four (4) bids were received and opened with the low bid of \$397,755.04 (including

WSST), and a high bid of \$430,510.69 (including WSST). The Engineer's Estimate for this project was \$420,000. The low bid was submitted by Bonner Brothers Construction, Inc., Redmond, Washington. A copy of the bid tabulation is included as Attachment "2".

The lowest responsible bidder, Bonner Brothers Construction, Inc., has an excellent record for projects of similar size and scope and have done recent work for the District. Their reference checks were good, and no uncorrected adverse actions (summons or complaints) are listed on the Washington State Department of Labor & Industry's web site, for this contractor. Included as Attachment "1", is the June 8, 2021 letter from RH2 recommending award of the contract to Bonner Brothers Construction, Inc.

Mr. Hoffman mentioned to the Board that the bid opening went very smoothly, and staff are pleased with the interactions they've had with Bonner Brothers Construction so far.

The Board let staff know how pleased they are with the well written Engineering estimates and bid documents, which are vital for getting accurate bids.

It was moved by Commissioner Maloney and seconded by Commissioner Schriever to award the construction contract to the lowest responsive, responsible bidder, Bonner Brothers Construction, Inc. for an amount not to exceed \$397,755.04 (including WSST) for the construction of the Eastridge Elementary School Water Main Improvement Project, Contract 2-21 and to authorize the General Manager discretion for up to a 5% contingency for this project. Vote 5-0-0. Motion carried. So ordered.

11 (c) ITpipes Cloud Based Product Purchase and Maintenance Subscription for Pipe and Manhole Video and Inspection

The District has maintained an active sewer main video and manhole inspection program for years. The District is required to run a camera down each of our sewer mains and video the entire system every five years. The videos are then stored on the network. Staff inspects each manhole at different intervals during that five-year period, with some that require a higher frequency of inspection due to more damaging types of inflow. The early manhole inspection information was tracked using paper forms and kept in binders labeled by year. GIS was under development beginning in 2005, and in 2007 we hired PACE Engineers to survey the manholes and collect asset information to be housed in the GIS. At the conclusion of the survey project, staff were confident the District had the most accurate location information available for each manhole, and that the associated to-from pipe lengths would be just as accurate. Staff then had PACE develop the first electronic manhole and sewer jetting/flushing inspection form in 2008 using an application called Cellica. This application enabled staff to begin collecting electronic inspection and maintenance activity data in the field and was used until 2018 until it was retired and replaced by an ESRI application. The technology has evolved over the years; however, the data being collected has not.

Staff is confident in the location and asset descriptive data in GIS; size, material, length, etc., however; the condition of our assets has not been rated in any standardized way. A few months ago, the GIS staff were informed that the sewer video project was about to begin, and they asked

for assistance to update the sewer maps and forms. Most agencies follow the National Association of Sewer Service Companies (NASSCO) standards. Ms. Lofstrom found a three-day NASSCO Pipe, Manhole and Lateral Condition Assessment Certification course, and then asked our Operations staff if it was possible to hold off on starting the next round of sewer video and inspection until after she completed the course and had time to discuss the outcome with them. They willingly agreed and were very interested in the idea of updating the sewer CCTV program. The first objective of the course was to fully understand how to document structural deficiencies and construction features, since those defects and features will have significant long-term influence on the pipe integrity and pipe management. Operation and maintenance defect coding is also taught, along with an understanding of the difference between the two categories of defect coding. The video software used to produce the screen shots in the manual was not identified, however in offline discussions with the instructor he assured me that all the current sewer CCTV software programs have the NASSCO coding standards built in. Upon completion of the course, Ms. Lofstrom suggested that additional Operations staff take the course and emphasized the importance of purchasing the software that would allow us to adopt a standardized way of collecting pipe and manhole condition data. Four employees (one GIS, three Operations staff) signed up and have completed the same certification course. In addition, a member of our Engineering department will be signed up to take the course very soon. The response to the training and adoption of the NASSCO standards has been very positive from all.

Three vendors were solicited to demo their sewer CCTV products, and although all three checked the required boxes, one stood out as the unanimous favorite. ITpipes, LLC provided references, not just in the operations department, but also included a District Engineer from a sewer utility in California. Both contacts had nothing but great things to say about the products useability, integration with their GIS and CMMS, and both are exceptionally happy with the technical support they are provided. The District would like to move forward with the purchase and implementation of the products produced by ITpipes, as listed on the attached proposal. Utilizing this software and using the NASSCO standards allow us to begin the five-year inspection program collecting the right data, speaking a common language and having a full understanding of the importance in establishing a baseline condition rating for our sewer system assets.

Mr. Sorensen thanked Ms. Lofstrom for her excellent work on this complicated project. The Board agreed and voiced their appreciation as well.

It was moved by Commissioner Maloney and seconded by Commissioner Kachakov to allow the General Manager to sign the Professional Services Agreement with ITpipes, LLC in the amount of \$31,250.00, plus tax, with an annual subscription cost of \$16,500.00 starting in year two, for the purchase of the Sewer Pipe and Manhole Video and Inspection Products, as outlined in Exhibit B. Vote 5-0-0. Motion carried. So ordered.

REPORTS

- (a) General Manager's Report - Mr. Sorensen reviewed the report with the Board. The Board decided to cancel the July 6, 2021 meeting, the next regular meeting will be July 20, 2021. A group Commissioner photo will be taken during that afternoon followed by the Special Board meeting to be

held in-person in the Boardroom for the first time since March 2020. Ms. Tachibana will follow up with the final details prior to July 20, 2021.

- (b) Engineering Report - No Report.
- (c) Finance Report - Mr. Broyles reviewed the report with the Board.
- (d) Operations & Maintenance Report - No Report.
- (e) Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) - Mr. Broyles reported on the May 26, 2021 meeting. The main topic discussed was Clean Water Healthy Habitat, which seems to involve clean water, reclaimed water, and wastewater. The discussion pertaining to cost and funding was rather vague, much more follow-up will be necessary.
- (f) Seattle System Operating Board - Commissioner Maloney reported on the June 3, 2021 meeting. She was very interested in a new two-year apprenticeship program being offered by SPU. The Board and staff will follow up to get details to help decide on whether to participate.
- (g) Sno-King Water District Coalition - No Report, the next meeting will be August 9, 2021 hosted by WWD.
- (h) Snohomish River Regional Water Authority (SRRWA) - No Report.
- (i) Washington Association of Sewer and Water Districts (WASWD) - Commissioner Clarke reported that the 2021 Fall Conference & Trade Show will be held September 15, to 17, 2021 at Great Wolf Lodge in Grand Mound WA. There is some speculation on how well attended this event will be with covid variants still in the picture. Commissioner Steeb gave a legislative report regarding the development of a 2022 agenda schedule, utility tax update, and a State tax structure study.
- (j) Wellness Committee - No Report.
- (k) Attorney's Report - Attorney Curtis Chambers reported on a current Washington State L & I case regarding pay rates for ductal iron pipework. He also mentioned the State Auditor will request the District sign a data sharing agreement prior to any future audits.

COMMISSIONER'S COMMENTS: None.

COMMISSIONER CALENDARS

All Board members expect to be available for the July 20, 2021 and the August 3, 2021 meetings.

ITEMS FROM THE PUBLIC: None.

EXECUTIVE SESSION:

The Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(l)(g) at 6:25 p.m. for 25 minutes to discuss the General Manager's Performance. The Board of Commissioners and Mr. Chambers attended the meeting.

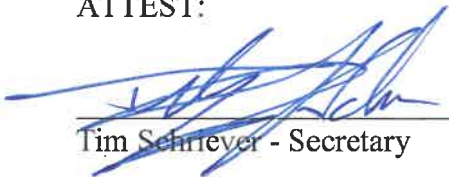
At 6:50 p.m. the Executive Session was extended for 15 minutes.

The Executive Session concluded at 7:05 p.m. and the open public meeting was reconvened.

ADJOURNMENT

Commissioner Clarke adjourned the meeting at 7:08 p.m.

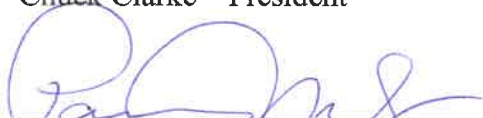
ATTEST:




Tim Schriever - Secretary



Chuck Clarke – President



Pamela J. Maloney - Vice President



Tim Schriever – Secretary



Aleksandra Kachakov- Commissioner



Karen Steeb - Commissioner

Minutes: Jane Nicholls