

WOODINVILLE WATER DISTRICT
1402nd Regular Meeting
June 16, 2020

ATTENDANCE

Commissioners: Chuck Clarke, Dale Knapinski, Pam Maloney, Tim Schriever and Karen Steeb
Staff: Patrick Sorensen, Jack Broyles, 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, Schriever and Knapinski along with Attorney William Linton were all present via Microsoft Teams video conference. Commissioner Steeb was present in the Board meeting room. 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 Knapinski to approve the Meeting Agenda. Vote 5-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) June 2, 2020 Regular Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Knapinski to approve the revised June 2, 2020 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 #97815 through #97864 and Payroll Advice #8318 through #8352 in the amount of \$823,904.87
- Sewer Maintenance Fund (09-104-0510), Vouchers #27132 through #27132 in the amount of \$6,355.82
- Water Construction Fund (09-104-3010), Vouchers #35324 through #35326 in the amount of \$34,998.31
- Sewer Construction Fund (09-104-3510), Vouchers #40961 through #40961 in the amount of \$4,331.90

6/22/2020 A/P and 6/9/2020 Payroll A/P

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

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

OLD BUSINESS: None.

NEW BUSINESS

11 (a) Finance Budget Document Discussion

Mr. Broyles presented a simplified mock 2021-2022 budget. The sample documents were discussed, and each Board member shared what they liked about the proposed format. Commissioner Maloney stated that she liked the summary level formatting and the other Board members agreed. Staff will continue budget preparations using this new format.

11 (b) Resolution No. 3960 Telecommuting Policy

The District has a Policy for Flexible Work Schedules in the section 5.04 in the Personnel Policy Handbook but it does not mention Telecommuting in the policy. In response to the COVID-19 Pandemic the District made arrangements to allow some eligible staff to work remotely. Staff worked with legal counsel from Inslee Best to develop a written policy and agreement for Telecommuting. The policy should remind employees that they must continue to abide by all pre-existing District policies. The Telecommuting policy will be incorporated into the next update of the Personnel Policy Handbook.

Mr. Sorensen lead a discussion with the Board on the details of this resolution. Each Board members specific questions were addressed. Staff will be required to sign a letter accepting the policy rules which will be added to their personnel file and monitored by their supervisor.

It was moved by Commissioner Schriever and seconded by Commissioner Clarke to approve Resolution No. 3960 Telecommuting Policy. Vote 5-0-0. Motion carried. So ordered.

11 (c) COVID-19: Collections and Service Connection Update

On February 29, 2020, Governor Jay Inslee declared a state of emergency over the COVID-19 virus situation. Governor Inslee re-issued Proclamation No. 20-23 (4) on May 29, 2020 extending the deferral of service disconnections and penalty fees to July 28, 2020. Through the issuance of this Proclamation we have been directed to suspend our “progressive” collections efforts, stopping at ‘Day 49’. This means we currently do not disconnect water services, nor do we financially penalize water and sewer customers who are unable to pay their bills. We continue to monitor individual delinquent accounts and send letters to customers reminding them of their past due situation.

In the next two weeks, some of the District's delinquent customers will have four bills outstanding. The District presently has a billing & collections policy in place that covers when and how a customer can qualify for extended payment arrangements and the terms of those arrangements. The existing policy requires a 6% charge in-lieu of interest, to cover the District's loss on earnings if the funds had otherwise been invested

Because of the existing Proclamation and the severe economic recession, the region is experiencing, Staff recommends that the Board consider modifying this policy (with the modification described above) in advance of the rescission of the emergency Proclamation. In summary staff proposes the following actions going into the future:

- Continue tracking the status of delinquent accounts.
- Continue to follow the Governor's Proclamation regarding shutoffs and penalty fees during the time frame of the declared emergency.
- Make available to impacted customers the existing Billing & Collections Policy for use (as proposed to be modified) when the Emergency is rescinded.
- Waive the 6% in-lieu charge described above for impacted customers (those impacted during the declared emergency) who request an extended payment arrangement as authorized by the District's Billing & Collections policy.
- Authorize District Staff discretion as it relates to repayment terms for customers requesting extended payment arrangements.
- Explore other options for assistance from the State, non-profits, or others to assist in paying delinquent accounts when applicable.

Mr. Broyles will continue to keep the Board updated on the District's customer account status and the current governmental guidelines as they evolve.

REPORTS

(a) General Manager's Report – COVID Update:

Mr. Sorensen reviewed the details of his GM Report. As described in the All Staff/Commissions email dated May 29, 2020 the State Department of Health is requiring the use of face masks in the workplace as of Monday, June 8, 2020. District Staff is following this requirement.

Our legal counsel has informed us that the public portion of the Board of Commissioner meetings need to continue to be via video/call in. Likewise, the Commissioners cannot attend the public meeting from the Board Room since the public cannot attend or participate from this location at this time. We will continue to hold our meetings as we have until notified otherwise. Commissioner Steeb will continue to participate in-person since she cannot make an internet connection from her home.

The District resumed customer service lobby access to the public on June 1st. Unfortunately, this was premature and was corrected on June 4th. Public opening for a governmental service like the District will not happen until King County reaches Phase 3. Because we are an essential service our employees can continue working. Staff is continuing to monitor all updates to State Emergency Proclamations related to COVID.

Mr. Sorensen received a very nice compliment from a customer regarding our WaterSmart portal, they really appreciate the easy access to detailed water use information which helps them avoid wasting water and a surprise higher water bill.

The AWC has released their projected insurance rates for 2021. The final rates will come out this fall.

Thanks to the Insurance Pool and their long-term efforts at negotiating, other parties have been brought in to pay for most of the Leota Middle School damages. The Pool has now recovered almost all the costs associated with this, including our \$1,000 deductible at no cost to the District.

- (b) Engineering Report – Mr. McDowell provided a verbal update on several key projects the District is currently working on. Staff met with the City of Woodinville on June 16th to discuss the 175th upsizing project. The city is pleased with the developments so far.
- (c) Finance Report – Mr. Broyles reviewed the Finance Report and provided an update on past due accounts. Commissioner Steeb requested the Excess Capacity Charge report include last year's data going forward. Staff will make this change to the report.
- (d) Operations & Maintenance Report – No Report.
- (e) MWPAAC – Mr. Broyles reported on the June 4th meeting.
- (f) Seattle System Operating Board – Commissioner Maloney reported on the June 4th meeting. The next meeting will be held July 2nd.
- (g) Sno-King Water District Coalition – No Meeting. Mr. Lindstrom sent a legislative update to all members via email.
- (h) Snohomish River Regional Water Authority (SRRWA) – No Report
- (i) Washington Association of Sewer and Water Districts (WASWD) – Commissioners Clarke and Steeb reported on the June 15th meeting. The next meeting will be held July 20th.
- (j) Wellness Committee – No Report.
- (k) Attorney's Report – Mr. Linton updated the Board on the King County Right of Way tax. There will be no movement on this issue until the trial judge determines how the tax will be implemented.

COMMISSIONER'S COMMENTS

Commissioner Knapinski asked Staff if District vehicles were equipped with dash-cams, Mr. Brown said they were not. Mr. Sorensen and Mr. Brown will discuss the possibility and report back at a future meeting.

Commissioner Schriever mentioned the second letter that was received by Mr. Sorensen from the same customer regarding fluoride in the water supply.

COMMISSIONER CALENDAR

Commissioner Maloney indicated she will not be available for the next video conference Board meeting on July 7, 2020 Commissioner Clarke will preside in her absence, all other Commissioners said they are available to attend.

ITEMS FROM THE PUBLIC: None.

EXECUTIVE SESSION:

A 15-minute executive session pursuant to RCW 42.30.110(1)(g) to review the General Manager's performance.

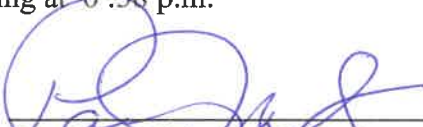
Following a 10-minute break the Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(g) at 6:32p.m. for 15 minutes to review the General Manager's performance. Commissioners Clarke, Knapinski, Maloney, Schriever and Counsel attended the Executive Session via Microsoft Teams video conference. Commissioners Steeb attended in-person.

The Executive Session was extended for 10 minutes at 6:47 p.m., which was publicly announced.

The Executive Session was concluded at 6:57 p.m. and the open public meeting was reconvened. No action was taken.

ADJOURNMENT

Commissioner Maloney adjourned the meeting at 6:58 p.m.




Pamela J. Maloney - President



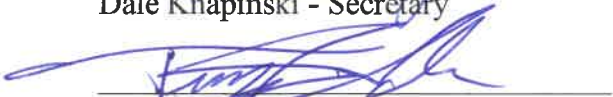
Chuck Clarke - Vice President

ATTEST: 

Dale Knapinski - Secretary



Dale Knapinski - Secretary



Tim Schreiver - Commissioner



Karen Steeb - Commissioner

Minutes: Jane Nicholls