

WOODINVILLE WATER DISTRICT
1403rd Regular Meeting
July 7, 2020

ATTENDANCE

Commissioners: Chuck Clarke, Dale Knapinski, Tim Schriever and Karen Steeb
Staff: Patrick Sorensen, Jack Broyles, Darcie McAlister, Ken McDowell, 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.

ROLL CALL

Commissioners 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.

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

ITEMS FROM THE PUBLIC: None.

ADDITIONS OR DELETIONS TO THE AGENDA:

Commissioner Clarke requested the addition of a 10-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 Knapinski to approve the revised Meeting Agenda. Vote 4-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) June 16, 2020 Regular Meeting Minutes

It was moved by Commissioner Knapinski and seconded by Commissioner Steeb to approve the June 16, 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 #97865 through #97925 and Payroll Advice #8353 through #8426 in the amount of \$573,578.43

- Sewer Maintenance Fund (09-104-0510), Vouchers #27133 through #27135 in the amount of \$333,699.35
- Water Construction Fund (09-104-3010), Vouchers #35327 through #35330 in the amount of \$207,215.28
- Sewer Construction Fund (09-104-3510), Vouchers #- through #- in the amount of \$0.00

7/13/2020 A/P and 6/23/2020 & 7/07/2020 Payroll A/P

It was moved by Commissioner Knapinski and seconded by Commissioner Steeb 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) Award Professional Services Agreement to G&O for the Hollywood Reservoir Improvements Project

Mr. Hoffman reviewed the agreement with the Board and answered questions about cost and market conditions, indicating that there were no significant cost savings even though we have worked with the consultant before. Market conditions are favorable, the District has received strong bids from reputable contractors.

When the Board awarded the design of the Hollywood Reservoir Improvements Project to Gray & Osborne (G&O) on November 20, 2018, the construction management portion of the project was not awarded. This was because we wanted to make sure that the full scope of the project was known prior to proceeding. The reservoir improvements are very similar to the recently upgraded Brookside reservoir.

We will soon be putting the Hollywood project out to bid, and Staff want to proceed with the Construction Management (CM) the same way as with the Brookside project. Staff would like to amend the original contract with G&O to include the construction management services. This approach worked well for the previous project and the current proposal is very similar to the Brookside CM proposal in scope and budget. This work will include the hiring of a special inspector for the welding, blasting and coating of the reservoir, which amounts to \$109,018 of the amendment.

It was moved by Commissioner Schriever and seconded by Commissioner Steeb to approve to amend the Professional Services Agreement with Gray & Osborne to include construction management services for the Hollywood Reservoir Improvements Project, Contract No. 4-19, in an amount not to exceed \$149,944.00 Vote 4-0-0. Motion carried. So ordered.

REPORTS

(a) General Manager's Report – Mr. Sorensen reviewed and discussed the report with the Board.

Mr. Sorensen will draft a letter to MWPAAC notifying them that the District approves this draft Clean Water plan.

The recent court decision to impose excise taxes on Lakehaven Water & Sewer District by the City of Federal Way as well as the draft Reclaimed Water Agreement with King County were also discussed.

Commissioner Steeb extended her congratulations to Dee Lofstrom for earning the IPWEA Asset Management Planning Certificate.

- (b) Engineering Report – Mr. Hoffman answered Board member questions on current projects.
- (c) Finance Report – Mr. Boyles reported that 135 customers are currently eligible for service disconnection for a total past due balance of \$27,000. Two accounts currently have past due balances over \$1,000.
- (d) Operations & Maintenance Report – No Report.
- (e) MWPAAC – Mr. Broyles reported on the June 24, 2020 SKYPE meeting.
- (f) Seattle System Operating Board – Mr. Sorensen reported on the July 2nd meeting. The next meeting will be August 13, 2020.
- (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 next meeting will be held July 20, 2020. Commissioner Steeb mentioned that she appreciates the educational opportunities provided by WASWD and mentioned they do an excellent job on their communication.
- (j) Wellness Committee – No Report.
- (k) Attorney’s Report – Mr. Linton reported on the City of Federal Way tax decision recently issued by the Washington Supreme Court in favor of the City.

COMMISSIONER’S COMMENTS: None.

COMMISSIONER CALENDARS

Ed Cebren will attend the July 21st Board meeting for a King County Right-of-way and Sewer presentation.

Commissioner Steeb will attempt to attend the July 21, 2020 meeting via Microsoft Teams, she has experienced internet problems previously. All the other Commissioners said they are available July 21, 2020 and will attend via Microsoft Teams.

ITEMS FROM THE PUBLIC: None.

EXECUTIVE SESSION:

Following a 10-minute break the Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(g) at 5:50 p.m. for 10 minutes to review the General Manager's performance. Commissioners Clarke, Knapinski, Schriever, Steeb and Counsel attended the Executive Session.


The Executive Session was concluded at 6:00 p.m. and the open public meeting was reconvened.

It was moved by Commissioner Knapinski and seconded by Commissioner Schriever to Approve the Amendment to the General Manager's Employment Agreement entered into May 31, 2018 set to expire May 31, 2021 be extended for an additional two calendar years from May 31, 2021 until May 31, 2023. In addition, the General Manager's current base salary will increase two-percent (2.00%) effective immediately. The Board authorizes Commissioner Steeb to sign the First Amendment to the General Manager's Employment Agreement. Vote 4-0-0. Motion carried. So ordered.

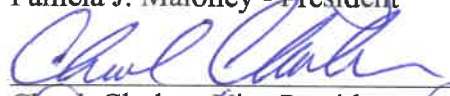
ADJOURNMENT

Commissioner Clarke adjourned the meeting at 6:09 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