

**WOODINVILLE WATER DISTRICT**  
**1448<sup>th</sup> Regular Meeting**  
**July 19, 2022**

**ATTENDANCE**

Commissioners: Chuck Clarke, Aleksandra Kachakov, Pamela J. Maloney, Tim Schriever, and Karen Steeb  
Staff: Patrick Sorensen, Darcie McAlister, Ken McDowell, Jack Broyles, Steve Brown, Christian Hoffman, Marci Chew, Nick Foster, Sandra Tachibana and Jane Nicholls  
General Counsel: Christopher Pirnke

**CALL TO ORDER**

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

**ROLL CALL**

Commissioner Kachakov was present via Microsoft Teams. Commissioners Clark, Maloney, Schriever and Steeb were all present in person. 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 Steeb and seconded by Commissioner Schriever to approve the July 19, 2022 meeting agenda. Vote 5-0-0. Motion carried. So ordered.**

**MINUTES APPROVAL**

7 (a) June 21, 2022, Regular Meeting Minutes

**It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the June 21, 2022, Regular Meeting Minutes Vote 5-0-0 Motion carried. So ordered.**

7 (b) June 21, 2022, Special Meeting Minutes

**It was moved by Commissioner Maloney and seconded by Commissioner Steeb to approve the June 21, 2022, Special Meeting Minutes Vote 4-0-1 with Commissioner Kachakov abstaining as she did not attend the special meeting. Motion carried. So ordered.**

7 (c) July 12, 2022, Special Meeting Minutes

**It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the July 12, 2022, Special Meeting Minutes Vote 5-0-0. Motion carried. So ordered.**

**CONSENT AGENDA**

**8 (a) Sign Monthly Vouchers**

- Water Maintenance Fund (09-104-0010) \$1,066,609.53
- Sewer Maintenance Fund (09-104-0510) \$ 367,081.02
- Water Construction Fund (09-104-3010) \$ 532,355.33
- Sewer Construction Fund (09-104-3510) \$ 6,003.88

Vouchers #725601 through #725674 and Payroll Advice #70522001 through #71922042  
7/25/2022 A/P and 6/6/2022 & 7/19/2022 Payroll A/P

**It was moved by Commissioner Steeb and seconded by Commissioner Maloney 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) Resolution No. 4013 Adopting Revised Purchasing Manual**

Mr. Sorensen, General Manager introduced Ms. Tachibana, Adm Services & Communication Manager, who reviewed the manual with the Board,

In 2019, the Board adopted the guidelines to assist staff in purchasing materials, supplies, and equipment, contracts for personal and professional services and public works contracts. It has been updated with revised purchase level authorization. Counsel has reviewed the guidelines. Adopting this revised manual allows for efficient and expeditious purchases, responsibility and accountability with procurement and contracts, in accordance with state law.

**It was moved by Commissioner Schriever and seconded by Commissioner Steeb to approve Resolution No. 4013 Adopting The Revised Purchasing Manual. Vote 5-0-0. Motion carried. So ordered.**

**11 (b) Commissioner Protocol Manual Discussion**

Ms. Tachibana, Administrative Services and Communication Manager presented the revised manual and asked for Commissioner feedback before the manual is finalized. Staff will bring back a resolution for adoption to the next scheduled meeting.

11 (c) Snow Well Exemption Letter Request

Ms. Chew, Sr. Engineering Technician introduced this item and thanked our legal counsel Mr. Pirnke for his help on the preparation.

Jeff and Vearlene Snow own the property located at 17805 214<sup>th</sup> Ave NE, Woodinville, Washington 98077, (parcel number 0926069089). They are requesting a 'Water Use Exemption' letter allowing them to use the existing private water well that was installed in 1980 and which served a house on the property that was demolished due to its dilapidated state. They want to build a new home and future barn or ADU on the property and are going through the building permit process.

The Snows received a Certificate of Water Availability, attached to the letter request, on January 13, 2022, stating a watermain extension of approximately 1,607 feet would be required to be served by Woodinville Water District.

In February, Mr. Snow hired a civil engineer to determine how much it would cost to extend an 8" DI watermain and also contacted the Fire Marshal to determine if a fire hydrant would be required.

It was explained to Mr. Snow numerous times that Woodinville Water District does not provide exemption letters (Certificates of Future Water Connection). I referred him to the King County Utilities Technical Review Committee (UTRC), which decides if he may continue use of his existing well. King County UTRC has an appeal process that property owners may go through after the property owner has exhausted the District's resolution process outlined in our water system plan.

The Snows claim that King County is insisting they request a Certificate of Future Water Connection from us even though staff and the District's previous legal counsel Bill Linton met virtually in late 2020 and or early 2021 with King County UTRC and the County's attorney to discuss that the Woodinville Water District is a water utility provider and are in the business to sell water. The District does not have the authority to decide if well owners should be able to continue to use their wells, if the well is safe to use, and the current capacity of the well. The District also does not monitor the wells after they are installed. Woodinville Water District relies on Developers to expand its water system.

King County has a standard Certification of Future Water Connection Agreement that water purveyors can sign with the property owner. This agreement then gets recorded with King County for the property. The Certification is merely a blank general-purpose certificate. Alternatively, legal counsel for the District recommends a Future Water Service Agreement whereby the Snows and the District agree that the Snows will participate in an LID or ULID in the future should the occasion arise and connect to the system.

Staff suggests the Board have King County determine if the property owner can continue use of the well, but recommend that the District not contest the Snows' request to King County. The District does not have the authority to determine if the property owner can continue use of the well. The

District does not regulate wells, and does not know if the existing well will meet the future needs of the well owner.

Commissioners directed staff to write a letter to the county to say we are not opposed but we have no authority with regard to wells. The Board mentioned maybe the District should have a standard letter template for this type of situation.

**It was moved by Commissioner Steeb and seconded by Commissioner Clarke to have the property owner work with King County to determine if they can continue to use the existing permitted well on parcel number 0926069089; also directing staff to draft a letter to the Snow's explaining that the District is not opposed to the well use and asking them to enter into a Future Water Service Agreement with the District. Vote 5-0-0. Motion carried. So ordered.**

#### 11 (d) Advancing Part of 2023 COLA Due to Record Inflation Levels

Mr. Sorensen, General Manager, reviewed the details of this request. It is not budgeted but the District has the resources to do this. It will impact rates just as all the other increases have impacted rates.

Record-setting inflation has rapidly increased the price on gas, food, and a range of consumer goods. This has had a great impact on staff. We have approximately 97 percent of staff that have a daily round trip commute of 95 minutes a day with the majority commuting from Snohomish County. Public utilities, like WWD, do not have the ability to have most of its staff work remote.

It is a financially challenging time, and our employees are facing the stress of living in an area that is exceptionally expensive place to reside (even when not factoring into account record setting inflation that has not been experienced in the last 40-years). Consumer prices for things such as fuel, food, and rent compared to last year have increased 30% to 50%. We have dedicated employees who are willing to commute and work for us even in a tight and competitive labor market. We do not want to have to replace staff if we can avoid it. Mr. Sorensen propose that we advance staff now with approximately 50 percent of the Consumer Price Index (CPI) as measured through the June 2022 CPI-U that they would typically receive January 1, 2023. That record setting measurement released July 13 by the U.S. Department of Labor is 10.1%. My proposal, which is 5.1%, would begin immediately with the payroll period starting July 23, 2022. The balance of the June 2022 COLA measurement (5.0%) would be given January 1, 2023.

**It was moved by Commissioner Steeb and seconded by Commissioner Kachakov to advance and approve 5.1 percent of the January 2023 (10.1%) Cost Of Living Allowance as measured through the June 2022 CPI-U to District staff effective the payroll period starting July 23, 2022. Vote 5-0-0. Motion carried. So ordered.**

#### 11 (e) Award Contact for the 2022 Campus Remodel Project

Mr. McDowell, District Engineer reviewed the details of the remodel including the staff positions that are impacted.

The 2022 Campus Remodel project was advertised for bids in the June 17 and 24 edition of the Daily Journal of Commerce and sent out over the MSRC Small Works Roster. The work to be done in Building B is to create two new offices from the Finance Conference Room, and install a full wall near the Inspection/Engineering offices to improve the comfort and privacy. In Building C, the wall between the Maintenance Workers and the meter room will be removed to create a larger workspace for the five existing Maintenance Workers and provide two new workstations. In order to make these changes, additional improvements will be needed to make sure that the fire sprinkler system is in compliance and that HVAC systems are operating correctly.

The bid opening was held at the District Offices on July 13, 2022. The Engineer's Estimate for this work is \$165,000 and is scheduled to take approximately 90 days to complete. Two bids were submitted for this project ranging from \$162,950.00 (w/out WSST), to \$183,940.00, (w/out WSST), with the low bid submitted by Wittenberg Enterprises from Monroe, WA. Their references were checked and found to be in order without any violations listed on the Washington State Department of Labor & Industry's web site. Staff and the consulting architect feel that Wittenberg Enterprises is the lowest, responsive, responsible bidder. Included as Attachment "2", is the July 14, 2022, letter from Driftmier Architects recommending award of the contract to Wittenberg Enterprises.

**It was moved by Commissioner Maloney and seconded by Commissioner Steeb to award the Woodinville Water District Campus Remodel project to the lowest responsive, responsible bidder, Wittenberg Enterprises, Inc., for an amount not to exceed \$179,500.00 (w/out WSST); and to allow the General Manager discretion for up to a 5% contingency for this project. Vote 5 -0-0. Motion carried. So ordered.**

## REPORTS

- a. General Manager's Report - Mr. Sorensen, General Manager reviewed the report with the Board. Commissioner Clarke is requesting a discussion on the current surge in covid numbers and any changes that may need to be made at the next regular meeting.
- b. Engineering Report - Mr. McDowell, District Engineer requested comments for Sewer Comp Plan.
- c. Finance Report - Mr. Broyles, Finance Manager reviewed the report and mentioned water sales are beginning to increase with the slightly warmer, dryer weather.
- d. Operations & Maintenance Report - No Report.
- e. Quarterly Reports - The Board complimented staff for the good work they accomplished as they navigate software changes.
- f. Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) - A field trip is planned for July 27, 2022. The next regular meeting is August 24, 2022.

- g. Seattle System Operating Board - No Report.
- h. Sno-King Water District Coalition - No meeting in July.
- i. Snohomish River Regional Water Authority (SRRWA) - No Report.
- j. Washington Association of Sewer and Water Districts (WASWD) - Commissioner Clarke updated the Board and staff on current info from the Section IV meeting on July 18, 2022. The August Section IV meeting has been cancelled.
- k. WASWD Government Relations Committee - Commissioner Steeb reported on the July 14, 2022 meeting.
- l. Attorney's Report - No report.

#### **COMMISSIONER'S COMMENTS**

Commissioner Schriever mentioned that it seems our fee structure appears to be lower than some nearby Districts. The Board will discuss the fee schedule at a future meeting.

#### **COMMISSIONER CALENDARS**

Commissioner Kachakov will be gone July 31- Aug 22 and will miss both the August 2, 2022 and August 16, 2022 meetings. All other Commissioners expect to attend both August meetings.

**ITEMS FROM THE PUBLIC:** None.

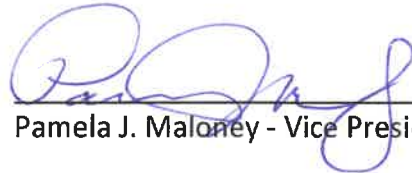
**EXECUTIVE SESSION:** None.

**ADJOURNMENT**

Commissioner Clarke adjourned the meeting at 6:05 p.m.



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Chuck Clarke - President



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Pamela J. Maloney - Vice President

ATTEST:



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Karen Steeb - Secretary



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Karen Steeb – Secretary

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Aleksandra Kachakov- Commissioner



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Tim Schriever – Commissioner

Minutes: Jane Nicholls