

**WOODINVILLE WATER DISTRICT**  
**1426<sup>th</sup> Regular Meeting**  
**July 20, 2021**

**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, Nick Foster, Sandra Tachibana, and Jane Nicholls  
General Counsel: Bill Linton

**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 Bill Linton were all present. 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 Meeting Agenda. Vote 5-0-0. Motion carried. So ordered.**

**MINUTES APPROVAL**

7 (a) June 15, 2021 Regular Meeting Minutes

**It was moved by Commissioner Maloney and seconded by Commissioner Steeb to approve the June 15, 2021 Regular Meeting Minutes. Vote 5-0-0. Motion carried. So ordered.**

7 (b) June 29, 2021 Special Meeting Minutes

**It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the June 29, 2021 Special Meeting Minutes. Vote 5-0-0. Motion carried. So ordered.**

**CONSENT AGENDA**

8 (a) Sign Monthly Vouchers

- Water Maintenance Fund (09-104-0010), Vouchers #99163 through #99240 and Payroll Advice #9318 through #9390 in the amount of \$515,010.52.
- Sewer Maintenance Fund (09-104-0510), Vouchers #27223 through #27229 in the amount of \$320,726.34.

- Water Construction Fund (09-104-3010), Vouchers #35456 through #35463 in the amount of \$510,679.49.
- Sewer Construction Fund (09-104-3510) Vouchers #40982 through #40984 in the amount of \$171,164.38.

7/12/2021 A/P and 6/22/2021 & 07/06/2021 Payroll A/P

- Water Maintenance Fund (09-104-0010), Vouchers #99241 through #99297 and Payroll Advice #9391 through #9431 in the amount of \$731,189.73.
- Sewer Maintenance Fund (09-104-0510), Vouchers #27230 through #27234 in the amount of \$7,027.90.
- Water Construction Fund (09-104-3010), Vouchers #35464 through #35470 in the amount of \$85,098.93.

7/26/2021 A/P and 7/19/2021 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:** None.

### **REPORTS**

- (a) General Manager's Report - Mr. Sorensen reviewed the report with the Board and mentioned the sound system issues have not been addressed yet. Ms. McAlister let the Board know the equipment is on backorder which is causing delays in the installation.

The Board of Commissioners and staff mutually agreed to hold the August 3<sup>rd</sup> and August 17, 2021 meetings virtually and reconvene in the Boardroom for the September 7, 2021 meeting. Mr. Sorensen and Ms. McAlister will provide progress updates as necessary.

- (b) Engineering Report - Mr. McDowell reviewed the report. The Siphon 1 project is nearly complete. The Eastridge Elementary Water Main Improvement Project will be complete before the start of the school year in September.

- (c) Finance Report - Mr. Broyles reviewed the report with the Board and mentioned the recent spike in water use which was much higher than we've seen since the early 2000's.

Mr. Broyles reported that the moratorium on past due accounts is currently set to end on September 30, 2021 and staff is working on a timeline with the goal of resuming normal collection procedures by October 1, 2021.

He emphasized the District's top priority is to work with property owners on past due accounts offering payment plans and referring property owners to agencies that might be able to help them, rather than simply disconnecting their service.

- (d) Operations & Maintenance Report - Mr. Brown informed the Board that current daily usage is running between 5.8 to 6.3 MGD which is the highest usage in a very long time.
- (e) Metropolitan Water Pollution Abatement Advisory Committee (MWPAAAC) - Mr. Broyles reported on the June 23, 2021 General meeting. Capacity Charges and the enormous expenses projected to meet stringent new limits on nutrient discharge into Puget Sound, were the main topics discussed.
- (f) Seattle System Operating Board - Commissioner Maloney reported that there was no recent meeting except for the contract meetings which will be discussed in executive session.
- (g) Sno-King Water District Coalition - No Report, the next meeting will be August 9, 2021 hosted by WWD in the Boardroom.
- (h) Snohomish River Regional Water Authority (SRRWA) - No Report.  
  
Washington Association of Sewer and Water Districts (WASWD) - Commissioner Clarke reported on the July 19, 2021 Section IV meetings two main topics – a request for legislative input and discussion on the Utility Tax. Commissioner Steeb provided a legislative report.
- (i) Wellness Committee – No Report.
- (j) Attorney's Report - Attorney Bill Linton provided a franchise tax update. Mr. Sorensen forwarded information on this topic to the Board earlier in the day.

### **COMMISSIONER'S COMMENTS**

Commissioner Steeb said she is very pleased to back meeting in the meeting room.

### **COMMISSIONER CALENDARS**

All Board members expect to be available for the August 3, 2021 and August 17, 2021 meetings.

### **ITEMS FROM THE PUBLIC**

Ms. Naomi Carrasquero attended the meeting via phone and had some questions on the utility installation for her building site. It was decided that she should speak with Mr. Sorensen and Mr. McDowell directly to get additional information.

### **EXECUTIVE SESSION:**

The Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(l)(c) at 6:05 pm for 30 minutes to discuss potential litigation. The Board of Commissioners, Mr. Linton, Mr. Sorensen, Ms. Tachibana and Jason Mumm attended the meeting.

The Executive Session was extended for 5 minutes which was publicly announced.

The Executive Session concluded at 6:42 pm. No formal action was taken.

Following an 8-minute break the Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(g) at 6:45 p.m. for 25 minutes to review the General Manager's performance. Commissioners Clarke, Kachakov, Maloney, Schriever, Steeb and Counsel attended the Executive Session.

The Executive Session was extended at 7:10 p.m. for 30 minutes. The General Manager joined the Executive Session.

The Executive Session was concluded at 7:40 p.m. and the open public meeting was reconvened.

The Board thanked General Manager Patrick Sorensen for the efficient way that he managed the District and protected the employees throughout the past year. Patrick has done an outstanding job working on District Policies, Asset Management, Succession Planning, and Strategic planning.

On behalf of the rate payers and the Board of Commissioner's they thanked Mr. Sorensen for his continued leadership and look forward to working with him on future District business.

**It was moved by Commissioner Maloney and seconded by Commissioner Schriever to Approve the Amendment to the General Manager's Employment Agreement set to expire May 31, 2023 authorizing the current base salary to be increased by three and a half-percent (3.5%) effective June 1, 2021. The Amendment to the General Manager's Employment Agreement will be brought back to the August 3, 2021 meeting agenda. Vote 5-0-0. Motion carried. So ordered.**

### **ADJOURNMENT**

Commissioner Clarke adjourned the meeting at 7:43 p.m.

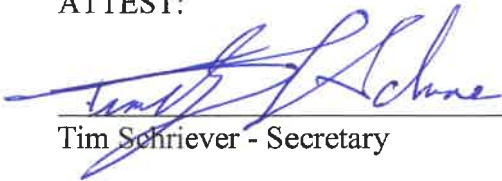


Chuck Clarke – President




Pamela J. Maloney - Vice President

ATTEST:



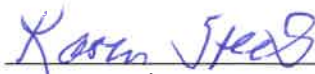
Tim Schriever - Secretary



Tim Schriever - Secretary



Aleksandra Kachakov- Commissioner



Karen Steeb - Commissioner

Minutes: Jane Nicholls