

WOODINVILLE WATER DISTRICT
1449th Regular Meeting
August 2, 2022

ATTENDANCE

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners Clark, Maloney, Schriever and Steeb were all present in person. Dial-in information was posted with the agenda on the District's website.

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

ITEMS FROM THE PUBLIC: None.

ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

Commissioner Steeb requested Item 8 (b) Resolution No. 4014 Approving Commissioner Protocol Manual be pulled from the consent agenda.

MEETING AGENDA APPROVAL

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the modified August 2, 2022 meeting agenda. Vote 4-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) July 19, 2022, Regular Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve the July 19, 2022, Regular Meeting Minutes. Vote 4-0-0 Motion carried. So ordered.

CONSENT AGENDA

8 (a) Sign Monthly Vouchers

- Water Maintenance Fund (09-104-0010) \$299,618.00
- Sewer Maintenance Fund (09-104-0510) \$373,191.04
- Water Construction Fund (09-104-3010) \$253,334.75

Vouchers #808601 through #808637 and Payroll Advice #80222001 through #80222043
8/8/2022 A/P and 8/2/2022 Payroll A/P

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the modified Consent Agenda. Vote 4-0-0. Motion carried. So ordered.

ITEMS REMOVED FROM THE CONSENT AGENDA

8 (b) Resolution No. 4014 Approving Commissioner Protocol Manual

Commissioner Steeb discussed additional language be added to 7.07 Executive Session regarding confidentiality. Following a brief discussion, it was decided to have Mr. Pirnke provide an edit now and keep the item in the Consent Agenda.

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve Resolution No. 4014 to Adopt the Revised Commissioner Protocol Manual and Repealing Resolution No. 3938, including the modified language. Vote 4-0-0 Motion carried. So ordered.

OLD BUSINESS

10 (a) Amend Award Contract for the 2022 Campus Remodel Project

Mr. McDowell, District Engineer reviewed the details of this amendment with the Board.

The amount that was written on the July 19, 2022, agenda bill for the proposed motion for the 2022 Campus Remodel project was incorrect. The Board approved (\$179,500 (w/o WSST); and to allow the General Manager discretion for up to a 5% contingency for this project.) The correct amount is (\$162,950.00 (w/o WSST); and to allow the General Manager discretion for up to a 5% contingency for this project.)

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to amend the motion to award the Woodinville Water District Campus Remodel project to the lowest responsive, responsible bidder, Wittenberg Enterprises, Inc., for an amount not to exceed \$162,950.00 (w/o WSST); and to allow the General Manager discretion for up to a 5% contingency for this project. Vote 4-0-0. Motion carried. So ordered.

NEW BUSINESS

11 (a) Amendment #1 Camera Replacement Project

Ms. McAlister, IT Manager reviewed the amendment with the Board.

The original Security Camera Replacement project was approved at the March 1, 2022, meeting. The vendor, Absco Solutions has installed most of the replacement cameras, with the exception of a few at Wellington and South Hollywood sites. These two sites need extra modification for the camera locations at the top of the reservoirs. Majority of the cost is to provide lift equipment that will give the installers a safer working space. This change order is for the cost of labor and rental equipment.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to authorize the General Manager to approve Change Order #1 for Absco Solutions in the amount of \$8,733.00 plus tax. Vote 4-0-0. Motion carried. So ordered.

11 (b) Water and Sewer Regulations for Accessory Dwelling Units

Ms. Chew, Sr. Engineering Technician, introduced this item and discussed details with the Board. Ms. Chew will research adding City of Redmond as a fifth jurisdiction and adding how the Woodinville Water District water system development charge is charged by meter size.

Definition of Accessory Dwelling Units (ADU). "Accessory dwelling unit" means a free-standing detached structure or an attached part of a structure that is subordinate and incidental to the main or primary dwelling unit, and having complete living facilities exclusively for one single housekeeping unit, including permanent provisions for living, sleeping, cooking and sanitation. An attached accessory dwelling unit has one or more walls in common with, or attached to, the primary dwelling unit. A detached accessory dwelling unit is a free-standing accessory dwelling unit that is not attached or physically connected to the primary dwelling unit.

Staff will provide a resolution to adopt a policy which sets water and sewer connection fees associated with properties that have accessory dwelling units.

There are four municipal jurisdictions that Woodinville Water District covers for water and/ or sewer service. City of Bothell, City of Woodinville, City of Kirkland and Unincorporated King County. The City of Bothell, City of Woodinville and unincorporated King County allow one detached ADU per residential lot whereas the City of Kirkland allows up to two detached ADU's per lot.

Staff recommends that ADU's attached to a single-family home shall be able to connect to the water meter and side sewer (if applicable) to the permitted single-family home.

All detached ADU's shall have its own separate meter and side sewer (if applicable). If the municipal jurisdiction allows properties with ADU's to be subdivided in the future every detached ADU would have its own service and would not need to be modified at a later date.

A ¾ inch meter shall be the appropriate size for a detached ADU if fire sprinklers are not required. If fire sprinklers are required a 1-inch meter would need to be installed and the property owner would need to install a backflow device behind the District meter.

The sewer system development charge shall be based on the number of Residential Customer Equivalents (RCE) multiplied by the current SDC amount set by Woodinville Water District

It was decided to bring this item back to a future meeting after revisions have been completed.

REPORTS

- a. General Manager's Report - Mr. Sorensen, General Manager reviewed the report with the Board and requested feedback regarding the possibility of cancelling the September 6, 2022 Regular Meeting. A motion can be made at the August 16, 2022 meeting to formally cancel the meeting.
- b. Engineering Report - Mr. McDowell, District Engineer, mentioned there was a walk through for the 166th project, the bids will be due next week. Updates on the D24 project, the pipe is in the ground and the District will be converting the affected customers over the next few weeks. The comments for the Sewer Comp Plan are still being worked on and will be brought back to the Board for acceptance.
- c. Finance Report - No Report.
- d. Operations & Maintenance Report - Mr. Brown, Operations and Maintenance Manager reported that staff found tents and a large amount of garbage accumulated at the Sammamish Reservoir site last week. Mr. Brown notified police, who posted notices today with instructions to campers to pick up and vacate the premises. The Commissioners are concerned for staff safety and of course, safe water.
- e. Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) - The next regular meeting is August 24, 2022.
- f. Seattle System Operating Board - Commissioner Maloney is unavailable of the meeting this Thursday August 4th, Mr. Sorensen General Manager will attend.
- g. Sno-King Water District Coalition - The August 8, 2022 meeting has been moved to September 12, 2022 at Alderwood.
- h. Snohomish River Regional Water Authority (SRRWA) - No Report.
- i. Washington Association of Sewer and Water Districts (WASWD) - Commissioner Clarke updated the Board and staff The August Section IV meeting has been cancelled. The next meeting will be held at the Fall Conference.

- j. WASWD Government Relations Committee - The next meeting will be held August 11, 2022.
- k. Attorney's Report - Mr. Pirnke advised that the Board should plan for an executive session if further action is needed to clear the campers from the Sammamish Reservoir site. Mr. Pirnke suggested adding the word modification to the Commissioner Protocol Manual section 7.07 Executive Session.

COMMISSIONER'S COMMENTS

Commissioner Steeb attended the staff appreciation lunch July 26, 2022 which she enjoyed. Everyone in attendance seemed to be having a nice time and the BBQ was delicious.

COMMISSIONER CALENDARS

Commissioner Kachakov will be gone July 31, 2022 through Aug 22, 2022 and will miss both the August 2, 2022 and August 16, 2022 meetings. Commissioner Maloney will be unavailable for the August 16, 2022 meeting. All other Commissioners will attend the August 16, 2022 meeting.

Ms. Tachibana, Admin Services and Communications Manager updated the Board on District preparations for the Celebrate Woodinville parade and District booth on August 13, 2022. Commissioner Clarke mentioned he is tentatively planning to attend the WASWD Fall Conference.

ITEMS FROM THE PUBLIC: None.

EXECUTIVE SESSION: None.

ADJOURNMENT

Commissioner Clarke adjourned the meeting at 5:43 p.m.



Chuck Clarke - President

ATTEST:

Pamela J. Maloney - Vice President



Karen Steeb - Secretary



Karen Steeb – Secretary

Aleksandra Kachakov- Commissioner



Tim Schriever – Commissioner

Minutes: Jane Nicholls