

WOODINVILLE WATER DISTRICT
1405th Regular Meeting
August 04, 2020

ATTENDANCE

Commissioners: Chuck Clarke, Dale Knapinski, Pamela J. Maloney, Tim Schriever and Karen Steeb
Staff: Patrick Sorensen, Jack Broyles, Darcie McAlister, Ken McDowell, Steve Brown,
Christian Hoffman, Sandra Tachibana and Jane Nicholls
General Counsel: William Linton

CALL TO ORDER

Commissioner Maloney called the meeting to order at 5:03 p.m.

ROLL CALL

Commissioners Clarke, Knapinski, Maloney, Schriever, and Steeb along with Attorney William Linton were all present via Microsoft Teams video conference. 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 Knapinski to approve the Meeting Agenda. Vote 5-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) July 21, 2020 Regular Meeting Minutes

It was moved by Commissioner Knapinski and seconded by Commissioner Clarke to approve the amended July 21, 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 #97971 through #98013 and Payroll Advice #8468 through #8506 in the amount of \$251,795.73
- Sewer Maintenance Fund (09-104-0510), Vouchers #27142 through #27143 in the amount of \$333,812.12
- Water Construction Fund (09-104-3010), Vouchers #35339 through #35343 in the amount of \$383,572.85
- Sewer Construction Fund (09-104-3510), Vouchers # through # in the amount of \$0

8/10/2020 A/P and 8/03/2020 Payroll A/P

It was moved by Commissioner Knapinski and seconded by Commissioner Steeb 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. 3961 Establishing an Employee Information and Recognition Program.

Ms. Tachibana provided an overview of the policy.

The District needs to update its employee recognition policy, currently communicated by resolution 3270. The resolution is vague and needs to be specific as to what is allowed as recognition. The recognition needs to happen at an appreciation event. The policy also needs to address what milestones will be recognized (5 years, 10 years, etc.) and how that will take place (service pins, awards, etc.). We were advised by the State Auditor's Office to discontinue providing employee food immediately at the monthly all staff meetings. True business lunches are allowed but a business purpose must be communicated on supporting documentation. The updated policy has been reviewed by the State Auditor and District Counsel.

It was moved by Commissioner Knapinski and seconded by Commissioner Clarke to Approve Resolution No. 3961 adopting an Employee Information and Recognition Program and Repealing Resolution No. 3270. Vote 5-0-0 Motion carried. So ordered.

11 (b) Nash Consulting Professional Services Agreement

The District has utilized the services of Nash Consulting for staff and leadership development and individual coaching the past 13 years. The District has been pleased with the results of previous efforts. Due to the Pandemic we were unable to continue with in person training and leadership development workshops so far this year. The most recent Professional Services Agreement between the District and Nash consulting will expire in December 2020.

The 2021-2022 contract includes 4 days of on-site training, two 6-month coaching contracts and an estimated 20 hours of individual coaching/HR assistance. All items are billed as incurred and the total of expenditures may be less than the full contract amount.

The contract will be in effect through December 31, 2022 – a two-year agreement.

When approved, the District will spend up to \$32,000 over the next two years for staff professional development. These costs will be included in the 2021 – 2022 operating budget.

It was moved by Commissioner Knapinski and seconded by Commissioner Steeb to approve the Professional Services Agreement with Nash Consulting in an amount not to exceed \$32,000 with a contract expiration date of December 31, 2022. Vote 5-0-0. Motion carried. So ordered.

11 (c) Award Professional Services Agreement with PACE Engineers Inc for General Engineering Services

When CHS Engineers, Inc. was absorbed by David Evans & Associates, (DEA), there were a couple of Developer Extension projects by DEA in the works to be reviewed. In order to make sure there is no appearance of the reviewer reviewing their own work, staff would like to award a Professional Services Agreement with PACE Engineers, Inc. to review developer extension projects submitted to WWD by DEA.

At this time, there are two phases for the Woodin Creek Village development that are to be submitted by DEA. Staff would like to have this agreement in place so when the developer submits the plans, we will be ready to accept them for review. These projects will work similarly to developer extension projects reviewed by CHS/DEA where the invoices are a “pass through” cost. The developer pays the District for plan review and then the District pays the consultant for review services. Staff would suggest a budget of \$25,000 for these services. If additional projects are submitted by DEA for Developer Extension project review, staff may need to come back for additional funds.

It was moved by Commissioner Schriever and seconded by Commissioner Clarke to award a Professional Services Agreement with PACE Engineers, Inc. for General Engineering services in an amount not to exceed \$25,000. Vote 5-0-0. Motion Carried. So ordered.

11 (d) Award Construction Contract to T. Bailey Inc for the Hollywood Reservoir Recoating Project, Contract No. 4-19

Due to unforeseen complications in awarding this contract Staff requested that the Board move this item to the next Regular Meeting. Following a discussion the Board agreed, this item will be brought back to the August 18, 2020 meeting.

REPORTS

- (a) General Manager’s Report – Mr. Sorenson asked the Board for their input on the next Commissioner’s Corner article to be written by Commissioner Clarke. Several topics were discussed including Earthquake Preparation - this discussion will be brought back to the August 18, 2020 meeting for a final decision.

Mr. Sorensen updated the Board on the status of the Woodinville-Duvall Turn Lane proposal for the District Campus, which is currently being reviewed by the County.

The Interim County Wastewater Re-Use Agreement updates have been reviewed by the County and they are preparing an electronic document for signature. The Board directed Mr. Sorensen to proceed with digitally signing the document when it is received.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to authorize the General Manager to digitally sign the Interim County Wastewater Re-Use Agreement. Vote 5-0-0. Motion Carried. So Ordered.

(b) Engineering Report – Mr. McDowell reviewed the Engineering Report.

Mr. Hoffman presented a timeline on the Ringhill East Booster Pump Station Improvement Project. Following a lengthy discussion, the Board directed staff to send a letter to the customers located in the 770-pressure zone to provide them with details on the work that has been done. The Board thanked Mr. Hoffman for the excellent presentation.

(c) Finance Report – Mr. Broyles reported that there are presently 141 accounts past due totaling approximately \$32,000.00, with two accounts owing over \$1,000.00 each. The past due reminder letter has been rewritten to address the current Covid mandates that apply to our District customers.

(d) Operations & Maintenance Report – Mr. Brown provided a water-use update, the District is averaging 6.8 to 7 MGD which is approximately .50 MGD higher than this time last year.

(e) Quarterly Report – The 2020 Second Quarter Report has been moved to the August 18, 2020 Regular Meeting.

(f) MWPAAC – Mr. Broyles mentioned the next meeting will be held August 26, 2020.

(g) Seattle System Operating Board – Commissioner Maloney reported the next meeting will be held August 13, 2020.

(h) Sno-King Water District Coalition – No Report.

(i) Snohomish River Regional Water Authority (SRRWA) – No Report.

(j) Washington Association of Sewer and Water Districts (WASWD) - Mr. Sorensen mentioned the next meeting will be held on August 17, 2020.

(k) Wellness Committee – No Report.

(l) Attorney's Report – Attorney William Linton reported that Governor Inslee extended the State of Emergency Proclamation until September 1, 2020 and the moratorium governing Public Utilities has been extended until October 15, 2020.

COMMISSIONER'S COMMENTS: None.

COMMISSIONER CALENDARS

All Commissioner indicated they will be available for the August 18, 2020 Regular Meeting.

ITEMS FROM THE PUBLIC: None


EXECUTIVE SESSION: None.

ADJOURNMENT

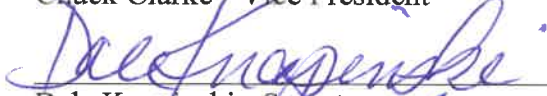
Commissioner Maloney adjourned the meeting at 7:12 p.m.




Pamela J. Maloney - President



Chuck Clarke - Vice President



Dale Knapinski - Secretary



Tim Schriever - Commissioner



Karen Steeb - Commissioner

ATTEST:


Dale Knapinski - Secretary

Minutes: Jane Nicholls