

**WOODINVILLE WATER DISTRICT**  
**1428<sup>th</sup> Regular Meeting**  
**August 17, 2021**

**ATTENDANCE**

Commissioners: Chuck Clarke, Aleksandra Kachakov, Pamela J. Maloney, Tim Schriever, and Karen Steeb  
Staff: Patrick Sorensen, Ken McDowell, Darcie McAlister, Michael Maurer, Steve Brown, Christian Hoffman, Sandra Tachibana, Kurt Oakland, Dean Lotz and Jane Nicholls  
General Counsel: Bill Linton

**CALL TO ORDER**

Commissioner Clarke called the meeting to order at 5:01 p.m.

**ROLL CALL**

Commissioners Clarke, Kachakov, Maloney, Schriever, and Steeb along with Attorney Bill Linton were all present via Microsoft Teams. 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 revised Meeting Agenda. Vote 5-0-0. Motion carried. So ordered.**

**MINUTES APPROVAL**

7 (a) August 3, 2021 Regular Meeting Minutes

**It was moved by Commissioner Maloney and seconded by Commissioner Steeb to approve the August 3, 2021 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 #99346 through #99404 and Payroll Advice #9471 through #9512 in the amount of \$1,115,116.38
- Sewer Maintenance Fund (09-104-0510), Vouchers #27238 through #27239 in the amount of \$19,321.20
- Water Construction Fund (09-104-3010), Vouchers #35475 through #35483 in the amount of \$468,110.22
- Sewer Construction Fund (09-104-3510) Vouchers #40986 through #40987 in the amount of \$11,498.33

8/23/2021 A/P and 8/16/2021 Payroll A/P

**It was moved by Commissioner Maloney and seconded by Commissioner Schriever 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) Award Construction Contract for the AC Water Main Replacement D-5 Project,  
Contract No. 3-21

Murraysmith, Inc. completed the design for the AC Water Main Replacement D-5 Project, Contract 3-21. The purpose of this project is to upsize the water main and replace the Asbestos Cement with Ductile Iron water main. The work will include installation and upsizing of approximately 1460 linear feet of ductile iron pipe along Woodinville-Snohomish Rd NE. This work will improve the water system in the City of Woodinville downtown area.

This project was advertised for bids on July 7<sup>th</sup> and 14<sup>th</sup> in the Daily Journal of Commerce with the plans and spec's available on Builders Exchange. The bid opening was held on July 28, 2021 at 3:00 pm. Three (3) bids were received and opened with the low bid of \$520,563.81 (including WSST), and a high bid of \$673,087.02 (including WSST). The Engineer's Estimate for this project was \$636,488.10 (Including WSST). The low bid was submitted by Bonner Brothers Construction, Inc., Redmond, Washington. A copy of the bid tabulation is included as Attachment "2".

The low bidder, Bonner Brothers Construction, Inc., has an excellent record for projects of similar size and scope and have done recent work for the District, including currently working on the District's D-39 project. Their reference checks were good, and no uncorrected adverse actions (summons or complaints) are listed on the Washington State Department of Labor & Industry's web site, for this contractor. Included as Attachment "1", is the August 6, 2021 letter from Murraysmith recommending award of the contract to Bonner Brothers Construction, Inc. Mr. Hoffman reviewed the contract with the Board and mentioned that this contractor is easy to work with and he is anticipating a well-executed construction project.

**It was moved by Commissioner Kachakov and seconded by Commissioner Steeb to award the construction contract to the lowest responsive, responsible bidder, Bonner Brothers Construction, Inc. for an amount not to exceed \$520,563.81 (including WSST) for the construction of the AC Water Main Replacement D-5 Project, Contract 3-21, and to authorize the General Manager discretion for up to a 5% contingency for this project. Vote 5-0-0. Motion carried. So ordered.**

11 (b) Resolution No. 3987 Adding a Hazard Communication Program and Heat Related Illness Program

The District is adding two additional safety programs, a Hazard Communication Program and Heat Related Illness Program. The attached resolution has been reviewed by District Legal Counsel. The Whistleblower Retaliation Prevention Program will be removed from the Safety Programs since it is not a safety program. The District has a Whistleblower Protection Policy in the Personnel Policy Handbook. If approved, these programs will be added to the District's existing safety programs as referenced in the proposed resolution.

**It was moved by Commissioner Steeb and seconded by Commissioner Maloney to adopt Resolution No. 3987 Authorizing Revising Safety Program. Vote 5-0-0. Motion carried. So ordered.**

11 (c) Discuss Evaluation Process for Management

At the August 3, 2021 meeting the Board asked staff to add a discussion item to the August 17, 2021 meeting on formalizing guidelines/format for the Evaluation process for the General Manager.

Commissioner Clarke documented his guideline ideas for the evaluation process and shared the info with the rest of the Board. The Board liked these guideline ideas and provided a few more. Commissioner Kachakov volunteered to compile these guidelines into a policy document to be brought back to a future meeting and approved.

**REPORTS**

- a. General Manager's Report - Mr. Sorensen reviewed the report with the Board. He mentioned the Wage & Benefit Study was nearing completion and will be presented at the September 7, 2021 meeting.

The Board members discussed the current covid concerns with staff. Individual Board members are approaching consensus on mandating vaccinations for employees. The discussion involved whether alternatives such as weekly testing should be allowed. The Board asked the General Manager to discuss the options with legal counsel and return to a future meeting with options and proposed resolution language.

- b. Engineering Report - Mr. Hoffman updated the Board on the successful 144<sup>th</sup> Upsize project and the Siphon 1 Reconfiguration Change Order details.
- c. Finance Report - Mr. Maurer reviewed the report with the Board.
- d. Operations & Maintenance Report - Mr. Brown mentioned the extremely high summer water usage is dropping slightly from 7 mgd to 6.5 mgd which is still very significant usage.

- e. Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) - Mr. Sorensen will attend the next regular meeting August 25, 2021.
- f. Seattle System Operating Board - Mr. Brown attended the August 5, 2021 meeting where the main topic discussed was the potential economic impact should the draft Puget Sound Nutrient General Permit be implemented. Mr. Sorensen shared a letter with the Board that he sent to the Washington State DOE on August 16, 2021 addressing the District's concerns.
- g. Sno-King Water District Coalition - Mr. Sorensen reported on the August 9, 2021 meeting.
- h. Snohomish River Regional Water Authority (SRRWA) - No Report.
- i. Washington Association of Sewer and Water Districts (WASWD) - Commissioner Clarke reported that the August 16<sup>th</sup> Section IV meeting was cancelled, and the September 20, 2021 Section IV meeting will be held during the Fall Conference.
- j. Wellness Committee - No Report.
- k. Attorney's Report – No Report.

**COMMISSIONER'S COMMENTS:**

Commissioner Schriever requested confirmation that the District Sophos training email correspondence was legitimate and was initiated by District IT staff, which staff confirmed.

**COMMISSIONER CALENDARS:**

All Board members expect to be available for the September 7 and September 21, 2021 meetings.

**ITEMS FROM THE PUBLIC:** None.

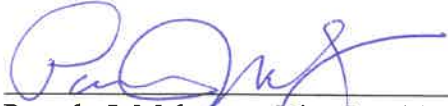
**EXECUTIVE SESSION:** None.

**ADJOURNMENT**

Commissioner Clarke adjourned the meeting at 6:36 p.m.

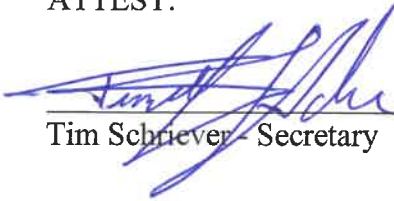


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Chuck Clarke - President

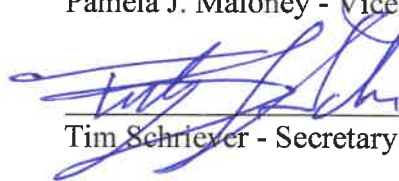


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Pamela J. Maloney - Vice President

ATTEST:



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Tim Schriever - Secretary



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Tim Schriever - Secretary



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Aleksandra Kachakov- Commissioner



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Karen Steeb - Commissioner

Minutes: Jane Nicholls