

WOODINVILLE WATER DISTRICT
1406th Regular Meeting
August 18, 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 5:00 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:

Commissioner Maloney moved Item 11(b) to be the last item heard prior to the Executive Session.

MEETING AGENDA APPROVAL

It was moved by Commissioner Steeb and seconded by Commissioner Clarke to approve the revised Meeting Agenda. Vote 5-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) August 4, 2020 Regular Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Knapinski to approve the August 4, 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 #98014 through #98073 and Payroll Advice #8507 through #8547 in the amount of \$788,474.81
- Sewer Maintenance Fund (09-104-0510), Vouchers #27144 through #27147 in the amount of \$7,681.44
- Water Construction Fund (09-104-3010), Vouchers #34344 through #35350 in the amount of \$51,611.85

- Sewer Construction Fund (09-104-3510), Vouchers #40963 through #40963 in the amount of \$1,369.95

8/24/2020 A/P and 8/17/2020 Payroll A/P

It was moved by Commissioner Schriever and seconded by Commissioner Knapinski to approve the Consent Agenda. Vote 5-0-0. Motion carried. So ordered.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

OLD BUSINESS:

Pipeline Newsletter Discussion

Each member of the Board provided their thoughts on whether the Pipeline was still a cost-effective method of communication and, on how the Commissioner Corner article should be authored.

It was decided to continue publishing three times per year with a group photo to be used and one Commissioner as the author with the rest of the Board providing edits. Staff will provide the Board with a schedule of authors. Commissioner Knapinski requested that a motion be made and voted upon.

It was moved by Commissioner Knapinski to eliminate the “spotlight” author and individual photo. The motion died for lack of a second.

It was moved by Commissioner Steeb and seconded by Commissioner Clarke to have the author not write a Commissioner Corner article on an election year if they are running and to use the group Commissioner photo. Vote 4-1-0 with Commissioner Knapinski opposing. Motion carried. So ordered.

Commissioner Knapinski amended his motion to eliminate the “spotlight” author, use a group photo and not have any Commissioner running for office author the Fall issue.

Commissioner Steeb amended her motion to add “the Commissioner would not author the Fall issue”.

Commissioner Clarke mentioned it would be a good idea that a Commissioner should not write an article for the Commissioner’s Corner during the election year, once the filing date in May has passed.

It was moved by Commissioner Steeb and seconded by Commissioner Clarke to have a schedule created for the Commissioner’s Corner article to not feature any Commissioner up for election after the filing date. The article will be authored by one Commissioner who is not up for re-election, with a group photo to be used for all articles. Vote 4-1-0 with Commissioner Knapinski opposing. Motion carried. So ordered.

NEW BUSINESS

11 (a) Risk and Resiliency Professional

Candice Au-Yeung a Civil Engineer with Tetra Tech attended the meeting via Microsoft Teams and was introduced by Mr. Sorensen.

In 2019, the District was notified through the U.S. EPA that all water utilities serving more than 3,300 people would need to complete a risk and resilience assessment and develop an emergency response plan related to their utility. This requirement is a consequence of Section 2013 of America's Water Infrastructure Act (AWIA) of 2018. Because the District serves up to 49,999 residents (per our latest water comprehensive plan) we are required to complete our assessment by June 30, 2021 and the emergency response plan by December 30, 2021. Both the assessment and the emergency response plan require that specific functions and tasks be evaluated and addressed in this effort. The District has frequently used the MRSC process in the past to select professional service providers. This effort has led me to recommend that the District use Tetra Tech Inc. Tetra Tech has also been employed by the Cascade Water Alliance to do this very work for several of their member City and District water utilities. Tetra Tech is also doing this work for other water utilities in Washington and Oregon.

Commissioner Clarke mentioned this could be a good opportunity to incorporate lots of new information with the District Asset Management program, the Board and staff agreed.

It was moved by Commissioner Knapinski and seconded by Commissioner Steeb to authorize a professional services contract with Tetra Tech Inc. for an amount not to exceed \$144,961.00 in order to complete a Risk & Resilience Assessment and Emergency Response Plan; further that the Board authorize the General Manager to sign this agreement on behalf of the Board and District. Vote 5-0-0 Motion carried. So ordered.

REPORTS

- (a) General Manager's Report – Mr. Sorensen asked the Board to contact Ms. Tachibana if they are interested in attending the Virtual 2020 WASWD Fall Conference September 16 – 18, 2020.

There will be an All Staff Recognition BBQ lunch Tuesday, August 25th outdoors in the back lot of the District Campus beginning at 11:30 a.m. Commissioners should RSVP to Ms. Tachibana if they wish to attend. Service Recognition awards for completion of 5, 20, & 25 years will be given at this time and the District will follow mask and social distance guidelines. Commissioner Steeb indicated she will attend.

Mr. Sorensen updated the Board on the Ringhill East Booster Pump Station upgrade project. A pressure test was done with good results, the temporary pump station will be removed but kept available in case of any future issues. A letter was mailed to District customers in that area. There has been no response from these customers to date. The Board requested that they be informed if there was any future response received.

- (b) Engineering Report – No Report
- (c) Finance Report – Mr. Broyles reported that we currently have 137 accounts past due totaling \$32,512.00. Reminder letters are sent regularly encouraging customers to pay what they can to avoid a large balance due when the Covid mandate ends eventually. The current warmer weather has increased water consumption somewhat, overall revenue is fine.
- (d) Operations & Maintenance Report – No Report.
- (e) Quarterly Report – The Board reviewed the quarterly report with staff and thanked staff for the work that was put into the report.
- (f) MWPAAC – Mr. Broyles will be unable to attend the meeting next Wednesday, August 26th, Mr. Sorensen will attend.
- (g) Seattle System Operating Board – Commissioner Maloney reported on the July 28th Tolt Pipeline Dam breach false alarm which affected residents in Fall City. SPU staff are working diligently to ensure this situation won't happen again. A new regional map is being prepared. This new map will be customizable by each purveyor.
- (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 reported on the new Section IV Director our Commissioner Chuck Clarke. The Board congratulated Commissioner Clarke on being elected to the WASWD Board.
- (k) Wellness Committee – No Report.
- (l) Attorney's Report – No Report.

COMMISSIONER'S COMMENTS:

Commissioner Maloney received a call from a prospective customer who had already spoken to staff. More information is needed to assist this caller.

Commissioner Steeb mentioned what an excellent learning opportunity the recent Asset Management webinar was. She is looking forward to making use of some of the skills she learned.

COMMISSIONER CALENDARS

All Board members said they will be available to attend both the September 1st and 15th Board meetings.

ITEMS FROM THE PUBLIC: None

11 (b) Award Construction Contract to S&R Painting Inc for the Hollywood Reservoir Recoating Project, Contract No. 4-19

Mr. Hoffman reviewed the history of this complicated project with the Board and staff.

G&O Engineers, Inc. completed the design for the Hollywood Reservoir Recoating Project, Contract 4-19. The purpose of this project is to remove and replace the existing coating system for the Hollywood Reservoir. This project also includes seal welding of roof plates, rafters, and girders, as well as modifications to the overflow, access improvements.

This project was advertised for bids on July 7th and 14th in the Daily Journal of Commerce with the plans and spec's available on Builders Exchange. The bid opening was held on July 21, 2020 at 2:00 pm. Four (4) bids were received and opened with the low bid of \$1,786,795.80 (Including WSST), and a high bid of \$2,073,717.00 (Including WSST). The Engineer's Estimate for this project was \$2,105,536.80 (Including WSST). The lowest bid was provided by S&K Painting, Inc. for \$1,786,795.80 {Including WSST}. The second bid was provided by T. Bailey, Inc. (T. Bailey) for \$1,911,088.50 (Including WSST). The District initially determined that there was an issue with the lowest bid, since they did not explicitly follow the District's outlined bid instructions, pertaining to RCW 39.30.060, regarding the listing of sub-contractors on the project. We notified S&K of this determination and they submitted a bid protest.

S&K argued that even though they left those three rows blank, the totals of the percentages of their work and that of the subs they did list equals 100%. Therefore, it can be inferred that there is no such work on the project for the items left blank. After consulting with the District's attorney on S&K's protest the District has concluded that S&K's subcontractor listing substantially complies with the requirements for RCW 39.30.060 and that any deviations from the bid form's requirements were not material.

S&K is a qualified contractor and has worked with our consultant G&O on many successful projects.

It was moved by Commissioner Knapinski and seconded by Commissioner Steeb to award the construction contract to the lowest responsive, responsible bidder, S&K Painting, Inc., for an amount not to exceed \$1,786,795.80 (Including WSST) for the construction of the Hollywood Reservoir Recoating Project, Contract 4-19 and to authorize the General Manager discretion for up to a 5% contingency for this project. Vote 5-0-0. Motion carried. So ordered.

EXECUTIVE SESSION: None.

ADJOURNMENT

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



Pamela J. Maloney - President




Chuck Clarke - Vice President

ATTEST:



Dale Knapinski - Secretary



Dale Knapinski - Secretary



Tim Schriever - Commissioner



Karen Steeb - Commissioner

Minutes: Jane Nicholls