

WOODINVILLE WATER DISTRICT
1407th Regular Meeting
September 1, 2020

ATTENDANCE

Commissioners: Chuck Clarke, Dale Knapinski, Pamela J. Maloney, Tim Schriever and Karen Steeb
Staff: Patrick Sorensen, Jack Broyles, Darcie McAlister, 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: 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) August 18, 2020 Regular Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Knapinski to approve the August 18, 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 #98074 through #98120 and Payroll Advice #8548 through #8588 in the amount of \$209,160.62
- Sewer Maintenance Fund (09-104-0510), Vouchers #27148 through #27152 in the amount of \$348,414.50
- Water Construction Fund (09-104-3010), Vouchers #35351 through #35357 in the amount of \$840,434.41
- Sewer Construction Fund (09-104-3510), Vouchers #40964 through #40964 in the amount of \$2,214.88

9/08/2020 A/P and 8/31/2020 Payroll A/P

It was moved by Commissioner Knapinski 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.

11 (a) Resolution No. 3964 Equipment Surplus

The District has several Computers, Wireless, Cell Phones, Automated External Defibrillators, Vehicles and other equipment that have been replaced with newer, more updated models. However, this old equipment may be attractive for purchase by staff or outside parties. Therefore, we are requesting that the Board sign a resolution declaring the items listed on Exhibit 1 (attached) as surplus and allow the District to hold a public sale of such items. Any items left after such sale will be e-cycled and disposed of in an environmentally friendly manner.

It was moved by Commissioner Schriever and seconded by Commissioner Clarke to approve Resolution No. 3964 declaring the old and unused equipment, as listed on Exhibit 1, as surplus and allowing the public sale of such equipment. Vote 5-0-0. Motion carried. So ordered.

11 (b) COVID-19 Exposure Control & Disease Preparedness Response Plan

Mr. Sorensen reviewed the plan with the Board and Staff.

In the July 7, 2020 Manager's Report, I mentioned that WSRMP (the District's risk insurance pool) asked their risk management consultant, DKF Solutions, to make available to members like us a COVID Employee Exposure Control Plan for use by our staff and organization. This type of plan pulls together all appropriate federal & state laws, and existing district regulations, and policies as it relates to COVID-19 and how we operate around the pandemic.

On its own the District has developed several operating policies since March 2020 in response to COVID. The Exposure Control Plan brings together these existing efforts in order to develop an organized plan to identify and mitigate related threats to staff and operations. DFK is experienced in evaluating and developing risk management plans and formats on various exposure topics for public water and sewer utilities in California, Oregon, and Washington. The WSRMP is underwriting part of the costs which is normally \$4,500. The District's cost for this work is \$2,500. I authorized this work in July as the value is within my authorized threshold. I have attached a final copy of WWD's COVID-19 Exposure Control and Disease Preparedness Response Plan.

The Board adopted resolution No. 3959 on March 17, 2020 and stated in the resolution "The General Manager is authorized to, in the Manager's discretion, develop any additional policies or procedures deemed necessary or advisable to apply during the time period in which the State

Declaration of Emergency is in effect for the COVID-19 event, and to present those policies and procedures to the Board for approval.”

The Board thanked staff for taking the necessary extra precautionary steps each day to stay healthy for themselves and their coworkers during this stressful pandemic.

REPORTS

- (a) General Manager’s Report – Mr. Sorensen discussed the report with the Board.
- (b) Engineering Report – Mr. Hoffman reviewed the Engineering Report and provided a photo of the recent work completed for the Ringhill Booster Pump Station Generator Replacement. The Commissioners gave kudos to staff and the contractor for the efficient on-time work recently completed for the D-40 NE 133rd St/Wilder Elementary Project.
- (c) Finance Report – Mr. Broyles reported that there are currently 151 delinquent accounts for a total past due of \$35,300, two commercial accounts have past due balances over \$1,000.
- (d) Operations & Maintenance Report – Mr. Brown reported current water usage is approximately 500 thousand gallons higher than this same time last year.
- (e) MWPAAC – Mr. Sorensen attended the August 26th meeting which primarily addressed the Clean Water Plan. The next Subcommittee meetings will be Thursday, September 3, 2020 and the next general meeting will be September 23rd.
- (f) Seattle System Operating Board – The next meeting will be September 4, 2020.
- (g) Sno-King Water District Coalition – Mr. Sorensen mentioned an email that he forwarded to the Board regarding future meeting formats for 2020. There was discussion on future participation in Sno-King with the consensus that we continue our membership.
- (h) Snohomish River Regional Water Authority (SRRWA) – The annual meeting will be held virtually September 29, 2020.
- (i) Washington Association of Sewer and Water Districts (WASWD) - The Fall conference will be held September 16th through the 18th. Commissioner Clarke mentioned he will begin his Section IV duties in October as will Commissioner Steeb in committees.
- (j) Wellness Committee – Commissioner Steeb mentioned Ms. Lofstrom is currently working with committee members on revising the wellness goals to accommodate the ongoing Covid-19 restrictions.
- (k) Attorney’s Report – No Report.

COMMISSIONER'S COMMENTS

Commissioner Steeb thanked staff for their work on the Employee Recognition BBQ lunch on August 25th. The event was very well organized and followed social distancing and food handling guidelines.. Commissioners also mentioned their appreciation for the I.T. staff assistance with recent upgrades.

COMMISSIONER CALENDARS

All the Commissioners said they will be available for the September 15th and the October 6th Board meetings.

ITEMS FROM THE PUBLIC: None.


EXECUTIVE SESSION: None.

ADJOURNMENT


Commissioner Maloney adjourned the meeting at 6:07 p.m.


ATTEST:


Dale Knapinski - Secretary


Pamela J. Maloney - President


Chuck Clarke - Vice President


Dale Knapinski - Secretary


Tim Schriever - Commissioner


Karen Steeb - Commissioner

Minutes: Jane Nicholls