

WOODINVILLE WATER DISTRICT
1429th Regular Meeting
September 7, 2021

ATTENDANCE

Commissioners: Chuck Clarke, Aleksandra Kachakov, Pamela J. Maloney, Tim Schriever, and Karen Steeb
Staff: Patrick Sorensen, Darcie McAlister, Michael Maurer, Steve Brown, Dee Lofstrom, Christian Hoffman, Sandra Tachibana, Bonnie Gruger, DeLynn Erickson, and Jane Nicholls
General Counsel: Bill Linton and Curtis Chambers

CALL TO ORDER

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

ROLL CALL

Commissioners Clarke, Kachakov, Maloney, Schriever, and Steeb along with Attorneys Bill Linton and Curtis Chambers 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

Mr. Sorensen requested to add Item 11 (c) First Amendment to the Sensus AMI Agreement and Sensus Analytics Conversion.

MEETING AGENDA APPROVAL

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

MINUTES APPROVAL

7 (a) August 17, 2021 Regular Meeting Minutes

It was moved by Commissioner Maloney and seconded by Commissioner Kachakov to approve the revised August 17, 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 #99405 through #99476 and Payroll Advice #9513 through #9552 in the amount of \$309,210.78
- Sewer Maintenance Fund (09-104-0510), Vouchers #27240 through #27246 in the amount of \$325,890.18

- Water Construction Fund (09-104-3010), Vouchers #35484 through #35495 in the amount of \$308,992.10
- Sewer Construction Fund (09-104-3510) Vouchers #40988 through #40990 in the amount of \$131,931.46

9/13/2021 A/P and 8/30/2021 Payroll A/P

It was moved by Commissioner Steeb and seconded by Commissioner Kachakov 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) Wage Study Presentation by Cabot Dow Consultant Alexandra Sheeks

Mr. Sorensen introduced Ms. Alexandra Sheeks from Cabot Dow Associates Inc. who presented her survey results to the Board and staff.

In a search conducted last year through the Municipal Research Service Center (MRSC) It was discovered that there are very few qualified organizations who have experience conducting public water and sewer utility salary and benefit studies in this area. One experienced organization stood out; Cabot Dow Associates Inc. based in Bellevue. Cabot Dow has extensive experience doing salary and benefit studies for cities, counties, and other special government entities throughout Washington. They have conducted wage and benefit studies for the City of Bellevue's utility division, Lakehaven Water & Sewer District, Skagit PUD (a water utility), Northshore Utility District, and the Alderwood Water & Wastewater District. References were checked and they were highly recommended.

This report is a tool we can use to help us compensate our employees as fairly as possible in relation with our specialized market. This process is really a **“true up”**, like setting water and sewer rates and contract arrangements with other like public service providers. It is important to remember that CBS Studies are snap shots in time. Ms. Alexandra Sheeks conducted the survey and presented her findings to the Board. She did not make any formal recommendations in this report.

Mr. Sorensen recommended that the District continue to be an employer who compensates its staff in the higher end of the scale as it relates to both salary and benefits. The turnover rate is typically lower and you retain in-house technical knowledge. There is a greater likelihood of developing a workable succession plan for the future with your existing staff.

In advance of the next survey the District will have the consultant meet with the Management staff to review specialized job descriptions. We will conduct a comprehensive review of our job classification system to ensure that employee's job functions are being accurately compared with the market which may include the private sector.

Classifications found to be 4.5% or more below market at in the survey are recommended to be moved one pay grade up or 5%. We need to take into account the needed separation between managers/supervisors and their subordinates. This difference is set at a minimum of 10%. This is a common practice. Mr. Sorensen would like to bring a Resolution for the new salary schedule back to the Board to be adopted at the September 21, 2021 meeting.

The Board and staff thanked Ms. Sheeks for the very thorough compensation study process and for her time spent answering District staff questions.

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to adopt the proposed salary changes to be effective January 1, 2022. Vote 5-0-0 Motion carried. So ordered.

11 (b) Cancellation of FCS Group Asset Management Consulting Contract

Ms. Lofstrom reviewed the details of the contract amendment and then ultimately the request for a cancellation.

The Board approved a motion at the March 16, 2021 regularly scheduled meeting to approve Amendment 02 to the original FCS Group Contract for Maintenance Best Practices Assessment and Guide Professional Service Agreement (PSA). This addendum provided for continued consulting assistance in the creation of an RFP, selection of a vendor, and implementation services for a new Computerized Maintenance Management System (CMMS). The consultant assisted in the initial phase of this addendum by providing feedback on three CMMS vendors selected to present a scripted one-hour demo for the internal working group. This was planned primarily for the purpose of familiarizing the working group with the look and feel of three different CMMS interfaces in preparation for the creation of the Request for Proposal (RFP). The three CMMS vendor demos were completed the week of August 9th. This provided a basic understanding of what a CMMS is, how it can interface with our existing primary software systems, and how it can be used to make our existing process more efficient, and ultimately evolve to a full asset management system if the need arises.

Shortly before scheduling the three vendor demos, we received notice that Owen Reynolds with FCS Group was leaving the company. He was the last of the original three asset management consultants that were part of the original contract, therefore there is some concern that they no longer have the personnel needed to meet the District's needs. It was recommended to cancel Addendum 02 which was approved by motion on March 16, 2021, and to begin the research required to acquire these services from another company.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to allow the General Manager to cancel FCS Group's Amendment 02 to the Maintenance Best Practice Assessment and Guide Professional Services Agreement. Vote 5-0-0 Motion carried. So ordered.

11 (c) First Amendment to the Sensus AMI Agreement and Sensus Analytics Conversion

Ms. McAlister provided a brief introduction of this new business item agenda addition.

In September 2013 the Board of Commissioners approved the Advanced Metering Infrastructure Agreement with Ferguson Enterprises, Inc. for the equipment, installation, Sensus support and Software as Service (SaaS) hosting fees. The SaaS fees are for the Flexnet RNI and meter database management (MDM) software called Sensus Logic. The Flexnet RNI is where all the meter raw data is stored. Sensus Logic is the software that is currently used to display the data in a more user-friendly way. The Logic software is also used to collect meter readings before they are imported into the billing system to bill customers. It's a very important piece of the system. However, Logic is licensed and used by Sensus but not owned by Sensus. Since the software is not owned by Sensus, no updates or modifications can be done to the software. Several years ago Sensus bought and developed their own MDM software, called Sensus Analytics or "SA" as it is typically referred to in the business. SA is fully supported, has better reporting, is frequently enhanced and patched as needed. Sensus has been encouraging utilities to migrate to SA since they have no control over the Sensus Logic software and plan to stop supporting it in the near future.

The District is currently implementing a new utility billing system, so this is a good time to switch to SA, since the District has to pay to interface the Caselle billing system with Sensus AMI systems. Total cost for the conversion to SA is \$14,245.00 plus tax.

This will amend the existing agreement to replace the Logic software with the Sensus Analytics software and outlines the software hosting costs for the next 5-years.

The Sensus Analytics software has the same annual cost as the Sensus Logic software. This Amendment restarts the 5-year SaaS (hosting and support) term and includes a 3% annual increase each year. The conversion costs and SaaS fees were included in the 2021/2022 Water Maintenance Budget.

Conversion Costs

Sensus Analytics Basic Integration	1	\$ 7,995.00
Sensus Analytics Data Migration	1	\$ 6,250.00
Sensus Analytics Onsite Training	1	\$ 0.00
Total Conversion Cost		\$14,245.00

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to authorize the General Manager to approve the Sensus Analytics Conversion and the First Amendment to the AMI Agreement for a total of \$175,174.83 plus tax. Vote 5-0-0 Motion carried. So ordered.

REPORTS

- a. General Manager's Report - There were no questions on the submitted report.
- b. Engineering Report - Mr. Hoffman reviewed the report with the Board.
- c. Finance Report - Mr. Maurer updated the Board on current Financial data.

- d. Operations & Maintenance Report - Mr. Brown mentioned District wide water use is still averaging 6 mgd which is high compared to other years.
- e. Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) - No Report.
- f. Seattle System Operating Board - Commissioner Maloney reported on the September 2nd regular meeting. There was a very interesting presentation on how they manage the watersheds. Current regional water use is 8% above average, but there is sufficient water supply.
- g. Sno-King Water District Coalition - No Report.
- h. Snohomish River Regional Water Authority (SRRWA) - No Report.
- i. Washington Association of Sewer and Water Districts (WASWD) - Commissioner Clarke reported that the next Section IV meeting will be held at the Fall Conference either September 17, or 18, 2021.
- j. Wellness Committee - No Report.
- k. Attorney's Report - No Report.

COMMISSIONER'S COMMENTS

Commissioner Steeb mentioned that agenda packet add-on items seem to be increasing, which makes the very important review process and meeting preparation more cumbersome. She is requesting the agenda packet be complete before anything is sent out in the future. Mr. Sorensen and Ms. Tachibana will address this issue for future agenda distributions.

A decision was made to print hardcopy packets for any Board members who wish to receive them. These packets will be ready for pickup at the District unless any member specifically requests to have a copy delivered to them.

COMMISSIONER CALENDARS

All Board members expect to be available for the September 21, 2021 meeting. Commissioner Kachakov will not be available for the October 5, 2021 meeting. Commissioner Maloney may not be available for the October 19, 2021 meeting.

ITEMS FROM THE PUBLIC: None.

Commissioner Clarke adjourned the meeting at 6:40 pm for a 10-minute break.

EXECUTIVE SESSION:

The Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(l)(c) at 6:50 pm for 30 minutes to discuss potential litigation. The Board of Commissioners, Mr. Linton, Mr. Sorensen, Ms. McAlister, Mr. Brown, Ms. Tachibana and Jason Mumm attended the meeting.

The Executive Session was extended for 20 minutes.

The Executive Session concluded at 7:40 pm. No action was taken.

At 7:40 pm the Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(c) for 20 minutes to discuss potential litigation Mr. Sorensen, Ms. McAlister, Mr. Brown, Ms. Tachibana and Mr. Linton attended the Executive Session.

The Executive Session was extended at 8:00 p.m. for 10 minutes.

The Executive Session was concluded at 8:10 p.m. No action taken.

The Board of Commissioners convened an Executive Session at 8:11 pm pursuant to RCW 42.30.110(1)(c) for 10 minutes to discuss potential litigation the Board of Commissioners Mr. Sorensen, Ms. McAlister, Mr. Brown, Ms. Tachibana and Mr. Linton attended the Executive Session.

The Executive Session ended at 8:21 pm with no action taken and the open public meeting was reconvened.

ADJOURNMENT

Commissioner Clarke adjourned the meeting at 8:22 p.m.

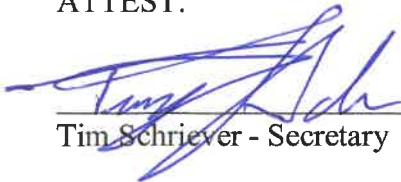


Chuck Clarke - President



Pamela J. Maloney - Vice President

ATTEST:




Tim Schriever - Secretary



Tim Schriever - Secretary



Aleksandra Kachakov- Commissioner



Karen Steeb - Commissioner

Minutes: Jane Nicholls