

WOODINVILLE WATER DISTRICT
1451st Regular Meeting
September 20, 2022

ATTENDANCE

Commissioners: Chuck Clarke, Pamela J. Maloney, Aleksandra Kachakov, Tim Schriever, and Karen Steeb
Staff: Patrick Sorensen, Darcie McAlister, Ken McDowell, Todd Young, Christian Hoffman, Marci Chew, Sandra Tachibana and Jane Nicholls
General Counsel: Christopher Pirnke

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioner Schriever and Kachakov were present via Microsoft Teams. Commissioners Clark, Maloney, and Steeb and attorney Christopher Pirnke were all present in person. Dial-in information was posted with the agenda on the District's website.

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to excuse Commissioner Kachakov. Vote 4-0-0. Motion carried. So ordered.

ITEMS FROM THE PUBLIC: None.

Commissioner Kachakov joined the meeting via Microsoft Teams at 5:02 pm.

ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

Commissioner Clarke added a 20 minute Executive Session to discuss a personnel matter.

Mr. Sorensen, General Manager requested an addition to the agenda - Item 11(g) Authorizing the Board President to sign a letter from SPU to extend Woodinville Water District contract for water purchases for one year.

MEETING AGENDA APPROVAL

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the amended September 20, 2022, meeting agenda. Vote 5-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) August 16, 2022, Regular Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve the August 16, 2022, Regular Meeting Minutes. Vote 3-0-2 with Commissioners Kachakov and Maloney abstaining due to excused absences for the August 16, 2022, meeting. Motion carried. So ordered.

7 (a) September 8, 2022, Special Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the September 8, 2022, Special Meeting Minutes. Vote 5-0-0 Motion carried. So ordered.

CONSENT AGENDA

8 (a) Sign Monthly Vouchers

• Water Maintenance Fund (09-104-0010)	\$ 1,198,014.40
• Sewer Maintenance Fund (09-104-0510)	\$ 356,761.76
• Water Construction Fund (09-104-3010)	\$ 469,607.75
• Sewer Construction Fund (09-104-3510)	\$ 9,208.14
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	\$ 2,033,592.05

9/12/2022 & 9-26-2022 A/P and 8/30/2022 & 9/13/2022 Payroll A/P

It was moved by Commissioner Maloney 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. 4017 Revision to Woodinville Water District Code Section 4.04.010(D)

Mr. McDowell, District Engineer, reviewed this item. A variance policy was first adopted by Resolution 3742 in May 2012. Then in September/October of 2015 the Board approved changes to the Variance policy, section 4.04.010(B) of the Woodinville Water District Code. This change allowed for a graduated Equity Cost payment based on the distance beyond the 300-foot limitation of the backside service line. This policy was created to allow developers on large single family lots to make better use of their property and accommodate for sensitive areas.

This problem generally occurs with property owners on larger lots in the eastern portions of the District. The majority of these lots are very large compared to lots within the Urban Growth Area, (UGA). District Code limits the length of the property owner's backside service line to 300 feet, from the meter to the home. On these large lots, this requirement would force many homeowners to build closer to the front property line (usually the location of water main is in the street along the frontage of the lot). At times there are other factors, such as sensitive areas or other constraints between the location of the proposed home and the water main that may prevent locating the home within that first 300 feet from the main, or the new homeowner simply wants more privacy. In the situation where the "to & through" requirement has already been met, but the proposed home is more than 300 feet from the main, the code would require the developer to construct a new 8-inch main into the property until the backside service line is only 300 feet in length. One single-family residence does not typically use enough water to keep an 8-inch line fresh, allowing water quality issues to occur.

So, to accommodate developers that wish to build their home further back on their property than the 300-foot limitation for backside service lines, the variance was revised to allow the payment of an Equity Charge in lieu of installing an 8-inch dead end main. This logic is also used where a water main is required to be extended "to & through" a property. If there is no reason at this time for the main to be extended, then the developer may be allowed to pay the Equity Charge and provide an easement for a future main. The District would then use this money to extend the line at a future date.

The exemption to have a long backside service line is only applicable on the developer's property. It was not meant to allow a developer to extend their backside service line across adjacent property to reach the one they are developing.

Recently this section of the Code was applied within the UGA where the lots are much smaller and the same issues are not in play. This homeowner simply did not want to install the water main. The changes made to section 4.04.010 for variances for water main extensions were never intended for the smaller lots within the UGA and therefore staff would like to make this adjustment to the Code so that it is clear where it applies.

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve Resolution No. 4017 revising the language for Woodinville Water District Code, Section 4.04.010 (D) to clarify property eligible for a variance from this section of code. Vote 5-0-0. Motion carried. So ordered.

11 (b) Homeless Encampment at Sammamish Reservoir

Mr. Young, Utility Services Manager, reviewed this item with the Board and answered questions.

In late July, while doing routine maintenance on Sammamish Reservoir, staff noticed a homeless encampment located below the Reservoir. After further investigation they could see garbage scattered on the hillside and a blue tarp down the hill located on District property. In addition, staff noticed on our security cameras that several people were walking along the security fence of the reservoir on a regular basis. After consulting with the General Manager and District Counsel, Operations staff notified the Woodinville Police Department on August 1, 2022. The police posted a

notice for the involved to pick up and vacate. On August 17, 2022, the police department notified the District that the encampment had moved from the site. The District hired Servpro, a cleanup and restoration company, to remove the leftover garbage from the encampment. The cost for the cleanup was \$1,435.11. Photos were provided to the Board for further information.

- 11 (c) Amend PSA with RH2 Engineering Inc for the NE 166th St Water Main Improvements, Contract No. 2-22.

Mr. McDowell, District Engineer, reviewed this item.

At the January 19, 2021, Board meeting the District awarded a Professional Services Agreement (PSA) to RH2 Engineering, Inc. for design and bid services for the D-39 Water Main Improvements Project (the "Project."). The original PSA included two phases of the Project, one for the Eastridge Elementary School, (which was completed last year) and Phase II for the NE 166th St portion. Staff indicated that once the Project was out for bid, an amendment for the construction management services would be brought back.

This amendment will cover the preparation of the recommendation of award, facilitate a preconstruction meeting, provide construction consultation and submittal review, along with preparation of as-built mylars and close out of the Project. This Project includes the installation of a new water main along NE 166th St, if extended, from 227th Ave NE to 232nd Ave NE. This is the second phase of the D-39 project that included work at the Eastridge Elementary School. Our consultant has accomplished all the design work within the previous approved budget and is looking to transfer \$10,000 unused from the design budget to the construction budget. This amendment is for the construction management phase.

The amount of this amendment is \$16,033.00, to be paid in monthly progress payments, on the basis of work actually performed. Due to the uncertainty of materials, the length of the contract has been extended. If there is a delay in the project waiting for materials, the consultant will not be billing for meetings that do not occur.

This project is included in the 2021/2022 Water Construct Fund with a budget of \$1,083,198. The design portion of the agreement for both phases was in the amount of \$172,627. The construction management cost for Phase I was \$24,089. With Phase II the total amount of the PSA is \$212,749.00.

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to amend the Professional Services Agreement with RH2 Engineering, Inc., to include construction management services for the NE 166th St Water Main Improvement project, Contract No. 2-22, in an amount not to exceed \$16,033.00. Vote 5-0-0. Motion carried. So ordered.

- 11 (d) Award Construction Contract for the NE 166th St. Water Main Improvement Project, Contract No. 2-22

Mr. McDowell, District Engineer, reviewed this item.

RH2 Engineers, Inc., completed the design for the second phase of the D-39 project, the NE 166th St Water Main Improvement Project, Contract 2-22 (the "Project"). The purpose of this Project is to connect a dead-end water main and complete a grid in the northeast quadrant of the District. This work will provide an alternative route for water to be distributed and provide for a more robust system. This Project will install approximately 675 linear feet of 8-inch High Density Polyethylene Pipe (HDPE), and 185 linear feet of 8-inch ductile iron pipe.

This Project was previously bid in July/August of 2022, and presented to the Board. Due to the low bid being rescinded and the remaining two bids being almost twice the Engineer's estimate, the Board decided to reject all bids, pre-purchase the HDPE pipe, and readvertise the Project.

Bids were advertised on August 24, 2022, and August 31, 2022, in the Daily Journal of Commerce with the plans and spec's available on Builders Exchange. The bid opening was held on September 7, 2022, at 3:00 pm. Six (6) bids were received and opened with a low bid of \$312,372.82 (including WSST), and a high bid of \$689,737.37 (including WSST). The Engineer's Estimate for this project was \$408,000 (including/WSST). The low bid was submitted by New X, Inc., from Monroe, Washington. The low bidder, New X, Inc., has an excellent record for projects of similar size and scope. Its 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.

Commissioner Clarke asked about rising interest rates possibly affecting contracts? Mr. McDowell indicated that the District has yet to see an effect, and that it was likely too soon to know what effect it will have.

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to award the construction contract to the lowest responsive, responsible bidder, New X, Inc., for an amount not to exceed \$312,372.82 (including WSST) for the construction of the NE 166th St Water Main Improvement Project, Contract 2-22 and to authorize the General Manager discretion for up to a 5% contingency for change orders to this project. Vote 5-0-0. Motion carried. So ordered.

11 (e) Feasibility Study for Proposed Off-Site Shop Building at Siphon 1 Location

Mr. Sorensen, General Manager, reviewed the details of the study and introduced Mr. Lee Driftmier of Driftmier Architects.

The District has considered over the last few years the possibility of developing an alternate shop building located on District property off-site from the campus. The primary purpose would be to have available another smaller maintenance work site capable of operating independently of our existing facilities during a natural disaster or other emergencies. This facility would enable the District to pre-position a small number of work vehicles and other supplies in a strategic location. During day-to-day operations this site could also be used to initiate regular and scheduled maintenance functions. As the District's operations continue to grow, Staff is finding that the District is running out of space to store equipment at existing facilities. The District's campus location operates under a King County conditional use permit, and is limited in the District's ability to modify or expand existing buildings. From an emergency operations standpoint it would also be wise to have available the alternative location from which to operate from.

In finding an alternative location there are some unique limitations we work under in Woodinville. First, property is very expensive to purchase in this area. Second, there is a limited amount of available property with the needed acreage and desired water and sewer connections capable of serving on-going operations. Finally, there are zoning and land use limitations on most of the properties the District presently owns or that are available through the marketplace. The District should avoid a protracted conditional use permit application process if possible.

Taking these things into account, the District has only two property sites for consideration. The District own's approximately 10 acers of wooded land near the Wellington Reservoir. This property presently does not have sewer available and is in a residentially zoned area. It would require going through a conditional use permit. Likewise, this is also not in a central and readily accessible location to the rest of the District. When sewer is brought into this area someday to meet the demands of future residential development it would be wise to look at selling this property off.

The Siphon 1 location is at 12670 NE 173rd Place in the City of Woodinville adjacent to the Sammamish Slough. The property has power, water, and sewer readily available. The property has relatively easy access to existing streets and is zoned for this type of development. It likely does not require a conditional use permit. It is also on the other side of the slough, which provides some operational benefits under certain emergency situations. However, it is a smaller piece of property just under 2 acres. The land is adjacent to the Sammamish Slough, and a major King County Wastewater Division line runs through it. It has some limitations regarding how the property can be developed.

The Operations and Maintenance Department would like to consider including:

- 1). A new vehicle storage building & shop with up to 2 drive through bays,
- 2). A small area for crew space,
- 3). A water fill station,
- 4). Limited materials storage space, and
- 5). A plan for a future decant facility.

Operations has suggested a vehicle storage building shop upwards of 10,000 SF along with a small 1,500 SF office area for crew members which would include a bathroom and shower area. At this point staff can't say with certainty that this size of a building with these amenities is needed. The building may need to be smaller or even two stories. How much office space, drive through garage capability, and other features would need to be considered by the consultant regarding its feasibility when considering the size of the property. Driftmier Architects is very experienced in evaluating property feasibility, operational needs, and cost issues.

Despite the property size and some potential limitations, staff believes the District should invest in evaluating the use of the Siphon 1 property location. Likely, most of what the District wants to accomplish in an alternative site can be done at this location. Staff is recommending that a feasibility study through Driftmier Architects, PS be completed to better evaluate the appropriateness of the Siphon 1 location. Attached is a Professional Services contract which includes Exhibits A and B. Exhibit A is a Scope of Work which details the evaluative work to be conducted. Exhibit B includes a Time & Fee Estimate along with a Fee and Billing Schedule.

Though not specifically provided for in the 2022 CIP budget the District Engineer confirms that adequate water and sewer funds are available for the proposed feasibility study. The consultant

estimates that the study will take approximately 6 months to complete. This would become a CIP project.

• Driftmier Architects consultant costs:	\$24,220
• 5% contingency:	\$1,211
Total	\$25,431

Potential long-term project cost as estimated in 2022.

• Permitting & design estimate (18+ months):	\$327,738
• Construction & tax estimate (18 mths. to 2 yrs.):	\$3,798,312

This potential project is not included in the existing CIP or in the ongoing budget process. If the Board agrees that we should proceed with completing this evaluative process now a project would be included in the CIP. If there is interest in going further after the results of the evaluation are discussed in 2023, the Board could initiate permitting and design work for a project in 2024 or it could push off anything until another budget cycle (such as 2025 – 2026 or beyond). The longer that time passes by, the higher design and construction costs will likely be. This is a project that could be financed through a future debt issuance package as it will benefit ratepayers over many years.

The Commissioners are very supportive of exploring additional locations and they like the Siphon 1 option except for the size limitations. After a brief discussion with Board and staff it was agreed to direct staff to work with Driftmier Architects in researching other sites and to begin gathering information for use in consideration of a joint project with other utilities. This item will be brought back to a future meeting.

11 (f) Amend Professional Services Agreement with Driftmier Architects, P.S. for the 2022 WWD Remodel Project

Mr. McDowell, District Engineer, reviewed this item.

At the October 5, 2021, Board meeting, the District awarded a Professional Services Agreement (PSA) to The Driftmier Architects, P.S. for design and bid services for the 2022 WWD Remodel Project (the "Project."). Staff indicated that once the Project was out for bid, an amendment for the construction management services would be brought back.

This amendment will cover the preparation of the recommendation of award, facilitate a preconstruction meeting, provide construction consultation and submittal review, along with preparation of as-built mylars and close out of the project. This project includes improvements in Buildings B & C to provide additional workstations and create new office space.

The amount of this amendment is \$28,028 to be paid in monthly progress payments on the basis of work actually performed. The Driftmier contract includes the work of two subconsultants, one for structural work and one for mechanical/electrical/plumbing.

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to amend the Professional Services Agreement with The Driftmier Architects, P.S. to include construction management services for the 2022 WWD Remodel project, in an amount not to exceed \$28,028. Vote 5-0-0. Motion carried. So ordered.

- 11 (g) Authorizing the Board President to sign a letter from SPU to extend Woodinville Water District contract for water purchases for one year

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to authorize Commissioner Clarke to sign the letter from SPU extending our water purchasing contract for one year. Vote 5-0-0. Motion carried. So ordered.

REPORTS

- a. General Manager's Report - Mr. Sorensen, General Manager reviewed his report with the Board.
- b. Engineering Report - Mr. McDowell, District Engineer updated the Board on the ongoing communications regarding increasing the height of the cell tower at Wellington. Mr. McDowell would like direction from the Board on how to proceed. A public meeting was held and flyers were sent to property owners that were located 500 ft from the tower (20 properties). None of the property owners responded to the notice or attended the meeting. Woodinville Water District did not receive a notice of the meeting. The Board directed Mr. McDowell to request another public meeting which the District will attend.
- c. Finance Report - Mr. Broyles, Finance Manager presented the Finance report and explained that July data is the most recent data we have. Mr. Broyles mentioned our warmer summer temperatures did not begin as early this year which affected revenues.
- d. Operations & Maintenance Report - No Report.
- e. Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) - Mr. Broyles reported key discussion points were on the rate study for next year and a nutrients update.
- f. Seattle System Operating Board - Commissioner Maloney reported on the September 1, 2022, meeting and mentioned the next meeting will be October 6, 2022.
- g. Sno-King Water District Coalition - Mr. Sorensen, General Manager reported on the September 19, 2022, meeting at Alderwood.
- h. Snohomish River Regional Water Authority (SRRWA) - No Report.
- i. Washington Association of Sewer and Water Districts (WASWD) - Commissioner Clarke updated the Board and staff on the Section 4 meeting will be at conference. Patrick will attend.

- j. WASWD Government Relations Committee - Commissioner Steeb reported on the September 8, 2022 meeting.
- k. Attorney's Report - No Report.

COMMISSIONER'S COMMENTS

Commissioner Maloney mentioned the draft Commissioner Corner article is complete. She has received some excellent comments from Commissioner Steeb and she will update the article and forward it to staff. Ms. Tachibana will finalize the Pipeline Newsletter on September 21, 2022.

COMMISSIONER CALENDARS

All Commissioners expect to be available for the October 4, 2022 and the October 18, 2022 regular meetings.

ITEMS FROM THE PUBLIC: None.

EXECUTIVE SESSION

The Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(g) at 6:02 p.m. for 20 minutes to discuss personnel issues. Commissioners Clarke, Kachakov, Maloney, Schriever, Steeb, and Counsel attended the Executive Session. Commissioner Clarke announced that the Executive Session will end at 6:22 p.m.

The Executive Session was concluded at 6:22 p.m. and the open public meeting was reconvened with no action taken.

ADJOURNMENT

Commissioner Clarke adjourned the meeting at 6:22 p.m.



Chuck Clarke - President

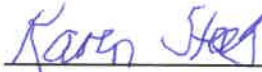


Pamela J. Maloney - Vice President

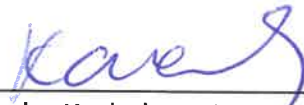
ATTEST:



Karen Steeb - Secretary



Karen Steeb – Secretary



Aleksandra Kachakov- Commissioner



Tim Schriever – Commissioner

Minutes: Jane Nicholls