

WOODINVILLE WATER DISTRICT
1452nd Regular Meeting
October 4, 2022

ATTENDANCE

Commissioners: Chuck Clarke, Pamela J. Maloney, Aleksandra Kachakov, Tim Schriever, and Karen Steeb
Staff: Darcie McAlister, Ken McDowell, Jack Broyles, Christian Hoffman, 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 Steeb was present via Microsoft Teams. Commissioners Clarke, Kachakov, Maloney, Schriever and attorney Christopher Pirnke were all present in person. Dial-in information was posted with the agenda on the District's website.

ITEMS FROM THE PUBLIC: None.

ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA None.

MEETING AGENDA APPROVAL

It was moved by Commissioner Maloney and seconded by Commissioner Schriever to approve the October 4, 2022 meeting agenda. Vote 5-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) September 20, 2022, Regular Meeting Minutes

It was moved by Commissioner Maloney and seconded by Commissioner Kachakov to approve the amended September 20, 2022, Regular Meeting Minutes. Vote 5-0-0 Motion carried. So ordered.

CONSENT AGENDA

8 (a) Sign Monthly Vouchers

- Water Maintenance Fund (09-104-0010) \$1,094,885.30
- Sewer Maintenance Fund (09-104-0510) \$ 352,088.74

• Water Construction Fund (09-104-3010)	\$ 386,326.89
• Sewer Construction Fund (09-104-3510)	\$ 0.00
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	\$ 1,833,300.93

101022301 Through 101022641 A/P and 92722001 Through 92722041 Payroll A/P

It was moved by Commissioner Maloney 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) Second Amendment to the Professional Services Agreement with DEA for the Comprehensive Sewer Plan

Mr. McDowell, District Engineer, reviewed this item.

The update to the Sewer Comprehensive Plan was awarded in May of 2019 to CHS Engineers, Inc and an amendment to their Professional Services Agreement was made in October of 2021. The original contract amount was \$296,000 and the first amendment was for \$44,000 bringing the revised total to \$340,000. This was the anticipated amount needed to bring the Plan to the point it was ready for Agency review.

Items that were addressed in the first amendment were associated with:

- The flow monitoring equipment/vendor costs were higher than estimated.
- GIS data inconsistencies from the District.
- Sanitary service area revision.
- InfoSewer and hydraulic model re-creation.
- CBD-CIC policy
- Covid-19 and schedule
- Staffing Changes and CHS/DEA transition.

The consultant is currently holding \$32,000 in invoices over the authorized amount to address coordinating reviews, responding to Commissioner comments, and volume printing. It is anticipated that it will take an additional \$7,000 to address Agency submittals and \$30,000 for preliminary allowance for Agency Comment Response. If all the money is not needed for these tasks it will not be spent. This would bring the amount of the second amendment to \$69,000 and the total contract amount to \$409,000.

Staff reviewed this proposed amendment and recommended approval.

Evan Henke mentioned that the Commissioner's comments have been incorporated into the agreement and there is a list of all the comments in Mr. McDowell's files.

There will be another discussion at the October 18, 2022 Regular Meeting prior to preliminary comp plan approval. No Special Meeting will be needed.

It was moved by Commissioner Maloney and seconded by Commissioner Kachakov to approve the second amendment to the Professional Services Agreement with David Evans & Associates for the Comprehensive Sewer Plan in an amount of \$69,000. Vote 5-0-0. Motion carried. So ordered.

11 (b) Draft Fall/Winter Pipeline

Ms. Tachibana, Admin Services and Communications Manager, reviewed the item.

Any changes are scheduled to be sent to our graphic designer by October 6, 2022, to be finalized and prepared to be sent to the printer and mail house. The Board thanked staff for the excellent work on the newsletter and Commissioner Maloney for the excellent Commissioner Corner article. The new quick links were noted and very well received.

REPORTS

- a. General Manager's Report - Ms. McAlister, Acting General Manager, reviewed the report with the Board.
- b. Engineering Report - Mr. McDowell, District Engineer, presented the Engineering Report.
- c. Finance Report - Mr. Broyles, Finance Manager, presented the Finance report.
- d. Operations & Maintenance Report - No Report.
- e. Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) - Mr. Broyles, Finance Manager, reported on the September 28, 2022 general meeting which featured discussions on how to handle inflation for construction and the Snoqualmie tribe settlement.
- f. Seattle System Operating Board - The next meeting will be October 6, 2022.
- g. Sno-King Water District Coalition - The next meeting will be the October 10, 2022 at Olympic View.
- h. Snohomish River Regional Water Authority (SRRWA) - No Report. Next meeting will be October 27, 2022 at 3:00 pm which is the annual general meeting.
- i. Washington Association of Sewer and Water Districts (WASWD) - Mr. Sorensen, General Manager chaired the Section IV meeting held at the Fall Conference.

j. WASWD Government Relations Committee - The next meeting will be October 13, 2022.

k. Attorney's Report - No Report

COMMISSIONER'S COMMENTS

Commissioner Kachakov met with Mr. Sorensen, General Manager and Ms. Tachibana, Admin Services & Comm Manager, to discuss the General Manager's strategic goals.

Commissioner Schriever attended a Water Quality seminar and learned about the numerous indictments resulting from the Flint Water Crisis.

COMMISSIONER CALENDARS

All Commissioners expect to be available for the October 18, 2022 and November 1, 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 5:27 p.m. for 15 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 5:42 p.m.

The Executive Session was concluded at 5:42 p.m. and the open public meeting was reconvened with no action taken.

ADJOURNMENT

Commissioner Clarke adjourned the meeting at 5:43 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