

**WOODINVILLE WATER DISTRICT
1410th Regular Meeting
October 20, 2020**

ATTENDANCE

Commissioners: Chuck Clarke, Dale Knapinski, Pamela J. Maloney, Tim Schriever and Karen Steeb
Staff: Patrick Sorensen, Ken McDowell, Jack Broyles, Darcie McAlister, Steve Brown, Dee Lofstrom, Christian Hoffman, Nick Foster, 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:

Mr. Sorensen added to the General Manager Report his request for authorization from the Board to sign a Settlement Agreement.

MEETING AGENDA APPROVAL

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

MINUTES APPROVAL

7 (a) October 6, 2020 Regular Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve the October 6, 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 #98247 through #98298 and Payroll Advice #8665 through #8700 in the amount of \$349,541.21
- Sewer Maintenance Fund (09-104-0510), Vouchers #27157 through #27159 in the amount of \$11,055.37

- Water Construction Fund (09-104-3010), Vouchers #35365 through #35369 in the amount of \$18,476.86
- Sewer Construction Fund (09-104-3510), Vouchers #40967 through #40968 in the amount of \$9,275.25

10/26/2020 A/P and 10/12/2020 Payroll A/P

It was moved by Commissioner Schriever and seconded by Commissioner Clarke 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) Caselle Contract Award

Mr. Broyles lead an opening discussion on the Caselle Contract award explaining that the expected main challenges to District staff during the software installation and data conversion process would be data integrity and managing the increased workload of running two systems for several months.

Caselle was formed in 1979 (under the name of Caselle's predecessor, Software Systems, Inc) by a Certified Public Accountant who identified the struggles his local government (clients were having with their ERP systems at the time. The current executive management team includes many degreed accountants, public administrators, and others with time spent in local municipal government settings.

The Caselle system was designed from the ground up to appeal to small and medium sized local governments. Items that were "add-ons" for Munis (such as Utility Management/Billing) were made a part of the original package, allowing for a tight integration with the General Ledger. Additionally, Caselle staff has invested dozens of hours getting to know Woodinville Water District and obtaining an understanding of what we need and what we don't need; they have not tried to "force down" any modules we don't need.

It was moved by Commissioner Schriever and seconded by Commissioner Steeb to authorize the General Manager to sign the Caselle Professional Services Agreement and the related Software Use Agreement and Software as a Service Agreement for \$88,730.00 and the annual licensing and hosting fees of \$48,684.00 (plus tax) per annum, plus a reasonable amount for per diem to cover costs Caselle staff will incur when providing the District with on-site training. Vote 5-0-0. Motion carried. So ordered.

11 (b) Resolution No. 3967 Drone Policy

Mr. Sorensen opened a discussion on Resolution No. 3967 Drone Policy, explaining that the District did not have a formal policy previously and the time was right to enact one. Commissioner

Steeb requested an addition to the policy to add a clause “for further future uses as they are discovered and approved by the General Manager.” Mr. Sorensen will direct staff to add this clause to the policy.

The District purchased a Drone for Operations, Engineering & GIS staff to use out in the District service area. The term “drone” means an unmanned aircraft (UAS) flown by a pilot via a ground control system, or autonomously through use of an on-board computer, communication links or any other additional equipment. To operate the drone the District will need to have a Drone Policy and licensed pilots. I asked the MRSC for sample policies that staff could use as a reference to develop a policy. Administration staff and the Safety Officer developed the attached Drone Policy. The Safety Officer and two IT staff are working on getting licensed to operate the drone.

Staff checked with the Water Sewer Risk Management Pool and the District is covered for claims for damages arising from allegations of negligent drone operations (crashes, striking people or property) subject to the all the provisions of the Liability Memorandum of Coverage. The policy and resolution have previously been reviewed by our legal counsel at Inslee Best.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve Resolution No. 3967, as amended, adopting a Drone Policy. Vote 5-0-0. Motion carried. So ordered.

11 (c) Amendment to Janitorial Services Agreement

Mr. Brown reviewed the details of the agreement and let the Board know Synergy Building Services was current with all required licenses, prevailing wage documentation and insurance.

The District’s two-year agreement with Synergy Building Services, Inc. for janitorial maintenance services expires on December 31, 2020. If the District went out to bid for a new janitorial contract it would require that we schedule a walk-through of the District facilities for contractors. Due to Covid staff would not be comfortable having non-District employees walk through the buildings. We consulted with our legal counsel regarding amending the contract to extend the agreement with Synergy Building Services Inc. through 2021 and we were advised that we could move forward with extending the contract. The Contractor desires to amend the Agreement to extend the term of the Agreement for one year. The updated proposal includes cleaning the gym twice a week.

It was moved by Commissioner Schriever and seconded by Commissioner Clarke to authorize the General Manager to execute the Amendment to Synergy Building Services, Inc. Professional Services Agreement for janitorial maintenance, not to exceed \$26,000.00 plus tax. Vote 5-0-0 Motion carried. So ordered.

11 (d) Resolution No. 3968 Wellness Program and Policy

Ms. Lofstrom gave an overview of the history of the District Wellness Plan and mentioned the challenges the program has faced in 2020 due to the pandemic. Commissioner Steeb and Mr. Sorensen thanked Ms. Lofstrom for starting the Wellness Committee and her many years of hard work to maintain the program.

The District Wellness Program was created and adopted by the Board of Commissioners on July 28th, 2009. A formal Wellness Policy was not created in conjunction with that original resolution. Resolution No. 3968 is presented for the Board's review and approval.

It was moved by Commissioner Steeb and seconded by Commissioner Clarke to approve Resolution 3968 and adopt the Woodinville Water District Wellness Program and Policy. Vote 5-0-0 Motion carried. So ordered.

11 (e) Spatacean Sewer Service

Staff provided an update to Fivi Spatacean's request for public sewer service originally presented at the June 5, 2018 Board meeting. At that time, it was suggested that the best alternative would have been item number 4 which routed the new sewer main through the property to the east and into manhole No. 736. Although the sewer was deep, it was the shortest and most direct route to get WWD sewer service to this property.

The development to the east has begun construction as the Hudson Subdivision. The developer is currently working on the storm drain system and will be starting on the sewer soon. They have already purchased the deep manhole to be installed in 124th Ave NE which has a pre-channeled base and stub that will be directed toward the Spatacean property. The Board has approved District participation in the Hudson Subdivision for the deeper installation to serve the property to the west. These costs will be allocated to the four properties on the west side of 124th Ave NE which will benefit from the installation of this sewer main. The area to serve is approximately 107,530 sq ft. and the City of Bothell zoning for this area is R5400. This would imply that approximately 19.91 homes could be built. This is a little deceiving as there is a large Seattle City Light easement that covers the east margin of these lots which probably cannot be built on.

The pro-rata shares for this work will be presented to the Board at a later date once the Hudson Subdivision has been completed and the actual costs for the participation are known. At least three methods will be presented to the Board for determining the fairest allocation of these costs among the four properties identified to benefit from the installation of the deep sewer. The Board thanked staff for providing this information refresher and update on the project.

11 (f) Award of Construction Contract for Siphon 1 Rehabilitation Project, Contract No. 2-18

Mr. Hoffman lead a discussion on this contract and answered questions on cost increases and the project timeline. He requested a minor change to the motion due to a typo in the total bid amount which should read \$561,550 including WSST an increase of \$50 dollars. The Board approved this amended amount.

Design work was completed by Dave Evans and Associates (DEA) for the Siphon 1 Rehabilitation Project, Contract No. 2-18. This project will reconfigure an existing concrete sewer vault including replacement of vault lid and hatches, removal of 4" through 12" piping, wet well coatings,

installation of an actuated slide gate, installation of a saddle man hole, replacement of a submersible pump, and replacement of all electrical controls.

Four (4) contractors submitted bids to the District on September 24, 2020. The Engineer's Estimate for this project was \$291,500, including Washington state sales tax (WSST).

The bids ranged from a low of \$507,389.10 to a high of \$748,950.40 (including WSST). The low bid was provided by Ponderosa Pacific, Inc (Ponderosa). However, DEA noted a math error with their bid and the bid was not formally signed. Ponderosa acknowledged the errors and requested to withdraw their bid. DEA recommended, and District Engineering agreed that it would be beneficial, for the District, to allow Ponderosa to withdraw their bid. The second low bid was provided by Gary Harper Construction (GHC) for \$561,500 (including WSST). The average of all the bids was \$614,799.63 (including WSST).

The District has worked with GHC on several successful projects. There are no uncorrected or unsatisfied adverse actions, summons or complaints, listed on the Washington State Department of Labor & Industry's web site, for this contractor. Staff recommend awarding the project to Gary Harper Construction, Co., in the amount of \$561,550.00 (including WSST).

It was moved by Commissioner Schriever and seconded by Commissioner Knapinski that the project contract be awarded to the lowest responsive, responsible bidder, Gary Harper Construction for an amount not to exceed \$561,550 (including WSST) for the Siphon 1 Rehabilitation Project, Contract 2-18, to authorize the General Manager to sign this contract, and to authorize a 5% contingency for the General Manager's discretion on change orders. Vote 5-0-0 Motion carried. So ordered.

REPORTS

- (a) General Manager's Report – Mr. Sorensen reviewed the Settlement Agreement which was an additional document to his GM report with the Board.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to authorize the General Manager to sign the Northshore School District/Karvel Construction Inc Settlement Agreement and Mutual Release of All Claims document. Vote 5-0-0. Motion carried. So ordered.

Mr. Sorensen requested the Board's input regarding cancellation of the January 5, 2021 Board meeting. The Board members all agreed it would be appropriate to cancel this meeting and to move the 2021 Committee Assignment agenda item to the December 15, 2020 regular meeting.

Mr. Sorensen would like the Board's help to finalize a date for a virtual Annual Retreat sometime in February 2021. Mr. Sorensen will bring some date ideas back to the Board for review at a future meeting.

- (b) Engineering Report – No Report. Mr. McDowell mentioned there have been some applications received for the entry level Engineer job posting. The deadline for application submission is November 5, 2020.

(c) Finance Report - Mr. Broyles presented the Finance Report. The Board thanked Mr. Broyles for the addition of the bullet points featured at the beginning of the report.

(d) Operations & Maintenance Report – No Report.

Vice President Clarke assumed role of Board President beginning at 6:20 pm, President Maloney requested to step away for a few moments.

(e) Third Quarter Reports - No discussion, the Board members thanked staff for their work gathering and preparing the information.

(f) MWPAAC - The next full committee meeting will be held via SKYPE on October 28, 2020 at 10:30 am. The next Subcommittee meetings will be November 5, 2020 beginning at 8:30 am.

(g) Seattle System Operating Board - No Report.

(h) Sno-King Water District Coalition - Mr. Sorensen attended the last meeting on October 12, 2020. Main discussion points were a legislative update and covid.

(i) Snohomish River Regional Water Authority (SRRWA) - No Report.

(j) Washington Association of Sewer and Water Districts (WASWD) - The next virtual WASWD Board of Directors meeting will be at 10:30 am on October 26, 2020.

(k) Wellness Committee - Ms. Lofstrom said the committee will be meeting in the very near future.

(l) Attorney's Report - Mr. Linton updated the Commissioners on the Ronald Wastewater v. Olympic View Water & Sewer District Court of Appeals case.

COMMISSIONER'S COMMENTS

Commissioner Schriever asked if these virtual Microsoft Team meetings were being recorded, staff let him know they were not being recorded.

Commissioner Steeb mentioned she liked the current format of staff attending virtually from their offices instead of one camera and microphone covering multiple staff members in the Boardroom.

COMMISSIONER CALENDARS

Commissioner Steeb is tentative for the November 3, 2020 meeting.

Ms. Tachibana let the Board know the Public Hearing for the budget is currently scheduled for the November 17, 2020 meeting.

ITEMS FROM THE PUBLIC: None.


EXECUTIVE SESSION: None.


ADJOURNMENT

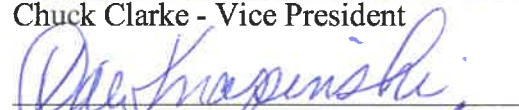
Commissioner Clarke adjourned the meeting at 6:31 p.m.

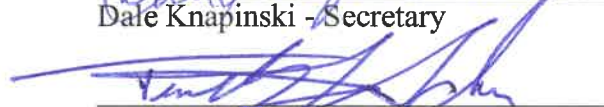
ATTEST:


Dale Knapinski - Secretary


Pamela J. Maloney - President


Chuck Clarke - Vice President


Dale Knapinski - Secretary


Tim Schriever - Commissioner


Karen Steeb - Commissioner

Minutes: Jane Nicholls