

WOODINVILLE WATER DISTRICT
1413th Regular Meeting
December 1, 2020

ATTENDANCE

Commissioners: Chuck Clarke, Pamela J. Maloney, Tim Schriever and Karen Steeb
Staff: Patrick Sorensen, Ken McDowell, 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, Maloney, Schriever and Steeb along with Attorney William Linton were all present via Microsoft Teams video conference. Commissioner Knapinski was absent. 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 Schriever to approve the Meeting Agenda. Vote 4-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) November 17, 2020 Regular Meeting Minutes

Commissioner Maloney requested minor edits to the November 17th draft minutes. These changes were made prior to the start of the meeting.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve the revised November 17, 2020 Regular Meeting Minutes. Vote 4-0-0. Motion carried. So ordered.

CONSENT AGENDA

8 (a) Sign Monthly Vouchers

- Water Maintenance Fund (09-104-0010), Vouchers #98417 through #98452 and Payroll Advice #8772 through #8807 in the amount of \$235,266.88
- Sewer Maintenance Fund (09-104-0510), Vouchers #27166 through #27168 in the amount of \$12,284.74

- Water Construction Fund (09-104-3010), Vouchers #35377 through #35379 in the amount of \$30,656.20

12/07/2020 A/P and 11/24/2020 Payroll A/P

It was moved by Commissioner Clarke and seconded by Commissioner Steeb to approve the Consent Agenda. Vote 4-0-0. Motion carried. So ordered.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

OLD BUSINESS: None.

NEW BUSINESS

11 (a) Update on Comprehensive Sewer Plan

Evan Henke, our consultant from David Evans & Associates provided a slideshow update of the status of the 2020 Comprehensive Sewer Plan. He explained how projections are made, reviewing the flows and build-out capacities, King County Wastewater's capacity, and looked at data from mini Basin 8 where the majority of the new development is occurring.

Commissioner Maloney requested some edits to the display maps to make them easier to interpret, including adding additional labeling, footnotes when possible, references in an appendix, and a map showing all basins combined on one map. Mr. Henke will make the edits prior to the next update. The Board and staff discussed potential future growth which could affect both within and outside the current urban growth boundaries.

Mr. Brown mentioned that approximately twenty years ago, the flow from basin 8 was diverted to flow through basin 9 to ease the strain on the aging infrastructure along NE 175th St and this diversion is still in effect today.

11 (b) Award Professional Services Agreement with DEA for 2021 General Engineering & Inspection Services

Staff would like to renew the Professional Services Agreement with David Evans & Associates for General Engineering and Inspection Services for 2021. In 2020, DEA absorbed CHS Engineers, Inc. into their organization. When that occurred, the District amended the contract to allow the CHS staff to continue to serve Woodinville Water District in their new organization.

For the coming year, the same CHS staff that have been working with the District for the last five years will be assigned to Woodinville Water District work.

The money assigned to this agreement is used to cover the review and inspection of developer extension projects and other engineering type of questions that come up during the year. Money that is charged to a DE for plan review or inspection is a "pass-through" cost, as these costs are then reimbursed to the District by the developer.

The proposed amount for General Engineering and Inspection services with DEA for the year 2021 is \$140,000. This agreement has been reviewed and approved by our District Attorney Mr. Linton. Staff will go out and seek a request for qualifications in 2022 for General Engineering and Inspection services.

It was moved by Commissioner Schriever and seconded by Commissioner Clarke to award a Professional Services Agreement to David Evans & Associates for the 2021 General Engineering and Inspection Services in an amount not to exceed \$140,000. Vote 4-0-0. Motion carried. So ordered.

11 (c) Award Construction to HCON on 144th Ave NE & NE 200 St Pipe Upsize Project

Mr. Hoffman reviewed the bid award details with the Board and staff.

Design work was completed by The Blueline Group, LLC (Blueline) for the 144th Ave NE & 200th St Pipe Upsize Project, Contract No. 3-19. This project includes construction of approximately 3,100 linear feet of 12-inch D.I. water main pipeline, 850 linear feet of 12-inch D.I. restrained joint water main pipeline, and another 505 linear feet of 6-inch, 8-inch and 10-inch D.I. watermain pipeline. Included is the replacement of all valves and appurtenances. Also included in this project is the replacement of 31 services, fire hydrants, full-street grind and overlay. This project includes City of Woodinville work under an Interlocal Agreement (ILA). This ILA work includes 4 ADA curb ramps, and intersection traffic signal improvements. The District is also restoring a gravel access road to a Pressure Reducing Vault with this contract.

A bid opening was held on November 5, 2020. Thirteen (13) contractors submitted bids for this project. The bids ranged from \$1,877,842.50 to \$3,088,648.10 including Washington State Sales Tax (WSST). The Engineer's Estimate for this project was \$2,088,334.50 including WSST. The low bid of \$1,877,842.50 was submitted by HCON Incorporated (HCON). The average of all the bids was \$1,917,667.05 including WSST.

Blueline recommended the construction contract be awarded to HCON following a thorough vetting process. Staff recommends awarding the project to HCON Incorporated, in the amount of \$1,877,842.50 (including WSST).

The Board thanked Mr. Hoffman for his excellent work on this complicated contract.

It was moved by Commissioner Schriever and seconded by Commissioner Steeb that the project construction contract be awarded to the lowest responsive, responsible bidder, HCON Incorporated, for an amount not to exceed \$1,877,842.50 (Including WSST) for the 144th Ave NE & NE 200th St Pipe Upsize Project, Contract 3-19, and 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 4-0-0. Motion carried. So ordered.

11 (d) Amendment to DEA Professional Services Agreement for the Turn Lane Project

When originally scoping the parameters for the Turn Lane Project, the requirement for lighting along the new turn lane was not known. Since then the County has reviewed the consultants plans for the proposed turn lane. They are requiring the District to include lighting along the turn lane. Our consultant has requested an amendment to our existing contract with David Evans & Associates, (DEA), to include additional work to cover the design for the lighting that King County has required.

DEA has the personnel on staff to perform the necessary design work for an illumination plan and have estimated that it will take approximately 66 hours and \$10,795 to complete this work. It was reported that King County wants to illuminate the entire section of the turn lane and the tappers on either end. It was noted that the Catholic Church east of the District also had to install lighting for their center turn lane.

Approval of this amendment will increase their contract to \$53,400.

It was moved by Commissioner Steeb and seconded by Commissioner Clarke to increase the scope of work to include an illumination plan for the Turn Lane Project in an amount not to exceed, \$10,800. Vote 4-0-0. Motion carried. So ordered.

11 (e) Annual IT Support Professional Services Agreement for Seitel Systems LLC

Ms. McAlister discussed the annual support renewal with Seitel Systems, LLC. Seitel has provided technical support for District for many years. The District has been very pleased with the support Seitel has provided over the last six plus years. We trust Seitel's staff and their support rates are comparable with other local support companies. The agreement is a one-year contract for \$21,000, which is less than last year and significantly less than past contracts. This is a time and materials contract, so we only pay for what we use.

It was moved by Commissioner Schriever and seconded by Commissioner Steeb to authorize the General Manager to sign a one-year Professional Services Agreement with Seitel Systems, LLC, for IT Support Services, not to exceed \$21,000 plus tax for the period of January 1, 2021 through December 31, 2021. Vote 4-0-0. Motion carried. So ordered.

REPORTS

- (a) General Manager's Report - Mr. Sorensen reviewed the GM Report and reminded the Board that expense vouchers need to be turned in by December 15, 2020 and VEBA ballots should be returned ASAP.
- (b) Engineering Report - Mr. McDowell reviewed the report.
- (c) Finance Report - No Report.
- (d) Operations & Maintenance Report - Mr. Brown informed the Board that there was a sewer backup reported on November 24, 2020 at 6:40 pm affecting one business at 14111 NE Woodinville-Duvall Rd. A side sewer backup was routed by the business into the main sewer line causing a

brief surcharge in the immediate area. Staff jettied the line which corrected the surcharge. The Risk Management Pool is assisting the District with any customer follow up.

- (e) MWPAAC - Next subcommittee meetings will be held December 3, 2020. The next General Meeting will be December 9, 2020.
- (f) Seattle System Operating Board - The next meeting will be on December 17, 2020.
- (g) Sno-King Water District Coalition - The next meeting is scheduled for December 14, 2020. Mr. Lindstrom shared recent legislative updates via email which Mr. Sorensen forwarded to the Board.
- (h) Snohomish River Regional Water Authority (SRRWA) - No Report.
- (i) Washington Association of Sewer and Water Districts (WASWD) - There will be no general meeting in December. There will be one more Board meeting before the December 15th District Board meeting.
- (j) Wellness Committee - No Report.
- (k) Attorney's Report - No Report.

COMMISSIONER'S COMMENTS:

Commissioner Steeb told the Board she would have the draft letter to the legislators completed and forwarded to Mr. Sorensen and Ms. Tachibana by the end of this week for review.

Commissioner Maloney reminded the Board that the election of officers for 2021 will be conducted at the December 15, 2020 Board Meeting.

COMMISSIONER CALENDARS

All Commissioners said they would be available for the December 15, 2020 meeting.

ITEMS FROM THE PUBLIC: None.


EXECUTIVE SESSION: None.

ADJOURNMENT

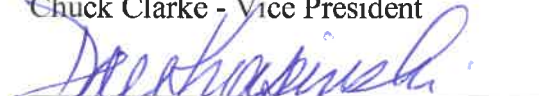
Commissioner Maloney adjourned the meeting at 6:48 p.m.


ATTEST:


Dale Knapinski - Secretary


Pamela J. Maloney - President


Chuck Clarke - Vice President


Dale Knapinski - Secretary


Tim Schriever - Commissioner


Karen Steeb - Commissioner

Minutes: Jane Nicholls