

**WOODINVILLE WATER DISTRICT**  
**1439<sup>th</sup> Regular Meeting**  
**February 15, 2022**

**ATTENDANCE**

Commissioners: Chuck Clarke, Aleksandra Kachakov, Pamela J. Maloney Tim Schriever, and Karen Steeb  
Staff: Patrick Sorensen, Darcie McAlister, Ken McDowell, Sandra Tachibana, Steve Brown, Michael Maurer, Christian Hoffman, Dean Lotz and Jane Nicholls  
General Counsel: Bill Linton

**CALL TO ORDER**

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

**ROLL CALL**

Commissioners Clarke, Maloney, Schriever, and Steeb along with Attorney Bill Linton 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:** None.

**MEETING AGENDA APPROVAL**

**It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve the February 15, 2022, Meeting Agenda. Vote 4-0-0. Motion carried. So ordered.**

**MINUTES APPROVAL**

7 (a) February 1, 2022, Regular Meeting Minutes

7 (b) February 1, 2022, Special Meeting Minutes

**It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the February 1, 2022, Regular and Special Meeting Minutes. Vote 4-0-0 Motion carried. So ordered.**

**CONSENT AGENDA**

8 (a) Sign Monthly Vouchers

- Water Maintenance Fund (09-104-0010), Vouchers #100012 through #100068 and Payroll Advice #9965 through #10002 in the amount of \$486,775.10
- Sewer Maintenance Fund (09-104-0510), Vouchers #27288 through #27291 in the amount of \$355,502.80
- Water Construction Fund (09-104-3010), Vouchers #35545 through #35549 in the amount of \$65,658.21

- Sewer Construction Fund (09-104-3510), Vouchers #41005 through #41006 in the amount of \$8,140.21

2/22/2022 A/P and 2/14/2022 Payroll A/P

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

**ITEMS REMOVED FROM THE CONSENT AGENDA:** None.

**OLD BUSINESS:** None.

Commissioner Kachakov joined the meeting at 5:05 PM.

**NEW BUSINESS**

11 (a) ADA Ramp Small Works Project

Mr. Brown reviewed the details with the Board and staff.

The District is proposing to install two ADA ramps, one at the entrance of building A and the other at the entrance of building B. This will include two ADA parking spots at each ramp. The existing ADA parking will be removed and become general parking. This project will increase current ADA parking and make easier access to those buildings for people with disabilities.

Staff solicited five quotes from different contractors. That detailed information is provided in the bid tabulation sheet. David Evans and Associates, Inc. was retained to produce a set of plans and specifications to meet all ADA codes and requirements and was added as Exhibit 1 to the contract. Staff checked the websites of L&I to make sure the contractor Just Concrete LLC has no outstanding claims. General Council has reviewed this proposed contract.

**It was moved by Commissioner Maloney and seconded by Commissioner Steeb to award a small works contract for the construction of two ADA ramps in the District parking lot to the lowest responsive responsible bidder, Just Concrete LLC, not to exceed \$12,500.50 including tax, and authorize the General Manager to sign the small works contract with discretion for up to a 15% contingency for this project. Vote 5-0-0. Motion carried. So ordered.**

11 (b) Backflow Testing Professional Service Agreement Extension

Mr. Brown reviewed the contract details.

Backflows Northwest has been the contractor performing our backflow testing program for the last 4 years. They were the lowest responsive responsible bidder in 2018 and 2020. In 2020 Northwest Backflows cost for testing each backflow was \$30.00. The next closest bid was \$50.00 for each backflow. Northwest Backflow's customer service record has been exceptional compared to other contracted testers. Their cost to repair or replace parts has been fair. They respond in a timely manner

to staff to work out changes and issues. They worked on implementing the District's "Test Report Portal Pilot Program" in 2020 and they currently use that program for all their test reports.

Last year our staff set up a Google workspace account with Northwest to view any issues regarding testing in real time (i.e., can't find backflow device, access issues, failed test, etc.). This allowed staff to deal with those issues in small volumes in a timely manner rather than getting a couple hundred in the last three months of the year. All Northwest vehicles are marked with their company name and their billing is easy to follow and accurate. They have been very professional and a pleasure to work with.

Staff checked the websites of L&I to make sure Backflow Northwest has no outstanding claims. The Amended professional service agreement included was reviewed by General Counsel.

**It was moved by Commissioner Maloney and seconded by Commissioner Kachakov to award the one-year amended professional service agreement, to Backflows Northwest Incorporated, for the Districts Backflow Testing Program in an amount not to exceed \$80,000 plus tax, and authorize the General Manager to sign the amended Professional Service Agreement. Vote 5-0-0. Motion carried. So ordered.**

#### 11 (c) Draft Spring Pipeline

Ms. Tachibana presented the Draft Spring Pipeline document to the Board and requested comments. She thanked Commissioner Kachakov for the excellent Commissioner's Corner article. She also mentioned that the Pipeline will be mailed out the first week of March.

### REPORTS

- a. General Manager's Report - Mr. Sorensen presented the GM report to the Board.
- b. Engineering Report -Mr. McDowell briefed the Board on a letter received from Blackrock Consulting & Development in regard to a request to lease area at the Bard Reservoir site for the installation of a new cell tower. Staff had concerns about access, removal of vegetation, the proximity of existing homes to potential location of a cell tower, and the amount of grading that would be necessary for this facility to be constructed on this site. Installing antenna on the existing reservoir is not an option. Staff indicated they would contact the company, see what they are proposing, and potential rent.
- c. Finance Report - Mr. Maurer reviewed the report with the Board.
- d. Operations & Maintenance Report – Mr. Brown reviewed the report with the Board.
- e. Fourth Quarter 2021 Reports - The Board appreciates these quarterly reports and finds the information very valuable throughout the year.
- f. Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) - Mr. Maurer presented the report in Mr. Broyles' absence. A summary of the February 3, 2022, meeting highlights was emailed to the Board.

- g. Seattle System Operating Board - Commissioner Maloney reported on the February 3, 2022, meeting and mentioned the Washington State Cascadia Rising tabletop exercise is tentatively scheduled for June 13 – 17, 2022. She thinks this is an important training exercise and she is encouraging the District to participate. The next Operating Board meeting will be March 3, 2022.
- h. Sno-King Water District Coalition - Mr. Sorensen reported on the February 14, 2022, meeting.
- i. Snohomish River Regional Water Authority (SRRWA) - No report.
- j. Washington Association of Sewer and Water Districts (WASWD) - Commissioner Clarke reported on February 14, 2022, meeting featuring an in-person presentation by King County to the Growth Management Planning Coalition.
- k. WASWD Government Relations Committee - Commissioner Steeb reported on the February 10, 2022, meeting.
- l. Attorney's Report - No report.

#### **COMMISSIONER'S COMMENTS**

Commissioner Clarke asked for input from staff about starting once again to hold in-person/hybrid Board meetings at the District. Commissioner Clarke would like to discuss resuming in-person meetings at the March 1, 2022, meeting.

Commissioner Steeb asked Ms. McAlister if we are prepared to handle the hybrid meeting format? Ms. McAlister says yes, we can.

#### **COMMISSIONER CALENDARS**

All Commissioners expect to be available for the Annual Board Retreat February 23, 2022, and the March 1, 2022, and March 15, 2022, 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 6:12 p.m. to discuss the qualifications of an applicant. Commissioners Clarke, Kachakov, Maloney, Schriever, Steeb, Counsel and Mr. Sorensen attended the Executive Session.

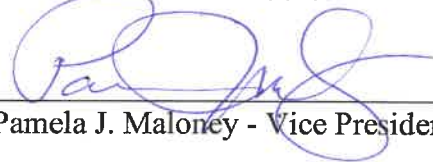
The Executive Session was concluded at 6:25 p.m. and the open public meeting was reconvened with no action taken.

**ADJOURNMENT**

Commissioner Clarke adjourned the meeting at 6:26 p.m.

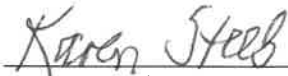


\_\_\_\_\_  
Chuck Clarke - President



\_\_\_\_\_  
Pamela J. Maloney - Vice President

ATTEST:



\_\_\_\_\_  
Karen Steeb - Secretary



\_\_\_\_\_  
Karen Steeb - Secretary



\_\_\_\_\_  
Aleksandra Kachakov- Commissioner



\_\_\_\_\_  
Tim Schriever - Commissioner

Minutes: Jane Nicholls