

WOODINVILLE WATER DISTRICT
1440th Regular Meeting
March 1, 2022

ATTENDANCE

Commissioners: Chuck Clarke, Aleksandra Kachakov, Pamela J. Maloney Tim Schriever, and Karen Steeb
Staff: Patrick Sorensen, Darcie McAlister, Ken McDowell, Jack Broyles, Sandra Tachibana, Christian Hoffman, Nick Foster, and Jane Nicholls
General Counsel: Christopher W. Pimke

CALL TO ORDER

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

ROLL CALL

Commissioners Clarke, Kachakov, Maloney, Schriever, and Steeb along with Attorney Christopher Pimke 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

Mr. Sorensen requested to add a discussion on masking rules under Old Business.

MEETING AGENDA APPROVAL

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to approve the March 1, 2022, Meeting Agenda. Vote 5-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) February 15, 2022, Regular Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Kachakov to approve the February 15, 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), Vouchers #100069 through #100112 and Payroll Advice #10003 through #10039 in the amount of \$305,698.23
- Sewer Maintenance Fund (09-104-0510), Vouchers #27292 through #27294 in the amount of \$346,288.90
- Water Construction Fund (09-104-3010), Vouchers #35550 through #35552 in the amount of \$6,577.87

- Sewer Construction Fund (09-104-3510), Vouchers #41007 through #41008 in the amount of \$15,062.33
3/7/2022 A/P and 2/28/2022 Payroll A/P

It was moved by Commissioner Kachakov 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

Mr. Sorensen reviewed the state mask requirements update. Governor Inslee is removing the indoor mask mandate, effective March 12, 2022, with a few exceptions such as; public transportation and medical establishments. King County Executive Dow Constantine says the county will also implement this update. Mr. Sorensen mentioned the excellent job staff has done to adhere with the masking rules, he supports the indoor mask removal on March 12th. The Management Team has been advised of the upcoming change. The Board is in agreement with this change. Mr. Sorensen will issue a memo to all staff.

NEW BUSINESS

11 (a) Resolution No. 4001 Personnel Policy Handbook

Ms. Tachibana reviewed the latest version of the updated Employee Handbook with the Board. The handbook was reviewed previously by HR Attorney (Christen Anger) at Summit Law Group and the Management Team.

The majority of changes recommended were adding clarifying language. District adopted policies were added to the updated handbook. The HR Attorney recommended that we do not include the recently adopted mandatory vaccination policy because changes to requirements may evolve quickly over-time.

Commissioner Clarke likes the way things were displayed and thought it was very well done.

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to Approve Resolution No. 4001 adopting a Personnel Policy Handbook and Repealing Resolution No. 3939, 3960, 3963, 3968 and 3975. Vote 5-0-0. Motion carried. So ordered.

11 (b) Award Professional Services Agreement to ECE for the Bard Reservoir Recoating Project

Mr. Hoffman reviewed the agreement with the Board. The agreement can be brought back to a future meeting for any contingencies as needed.

Staff determined that the next reservoir to be upgraded based on the Tank Industries Consultants (TIC) reports, is the Bard Reservoir. This reservoir recoating project is similar to the last two reservoir upgrade projects. The previous reservoirs the District completed were the Hollywood and Brookside Reservoirs and they were each 2.5 million gallon reservoirs. The Bard Reservoir is slightly smaller at 1.8 million

gallons and was built in 1994. It is newer than the previously completed Hollywood and Brookside Reservoirs, and was subsequently found to be in better condition in the TIC investigation. Therefore, Bard Reservoir was ranked to be the third reservoir to be recoated in the District's CIP planning. There are several unique aspects to this project such as re-working the drainage piping which will require regrading a portion of the site to lower the elevation of the drain. This site regrading will also allow the District to replace the tank ladder with a stairwell. The following lists outline the expected work to be performed on this project.

Work that is similar to the last project.

- Recoating of the exterior and interior surfaces.
- Seal welding of the roof plates, rafters, and girders.
- Modification of roof landing.
- A new roof access hatch provided at the opposite end from the existing hatch.
- Rerouting of the overflow pipe to the exterior of the reservoir.
- Replace the roof vent.
- Design/construct elements for future cathodic protection system.

Work that is unique to this reservoir

- A new exterior stairwell to replace the ladder which is out of code compliance.
- Adding a new security camera for the added roof hatch.
- Re-grading the site to facilitate drainage modifications and adding a stairwell.
- Seismic analysis for possible relocation of floor pipe penetrations.
- Sealing the overflow floor penetration and any relocated floor penetrations.
- Electrical engineering design for security cameras and intrusion alarms.

With the added work, unique to Bard Reservoir, this project is somewhat more complex than the last project. The site grading and drainage work will allow the District to be able to completely drain the reservoir by gravity, which wasn't possible before. Replacing the ladder with a stairwell will allow a safer and more secure access to the top of the reservoir.

Staff chose Evergreen Coating Engineers, LLC (ECE) as the design consultant for this project. This company was started by the lead engineer, from Gray & Osborne Inc. (G&O), that did the District's last two reservoir recoating projects at Hollywood and Brookside. ECE will be using (G&O), as a sub consultant on this project. G&O will provide electrical, civil, and structural engineering services and will develop the plans and specs for this project. Having ECE and G&O team up in this manner will allow the District to essentially have the same team that it had on the last two projects, which both went very well. Staff recommend ECE as the project lead to provide design and bid services for the upgrade of the Bard Reservoir. A Scope of Work has been negotiated which details the work that will be required for the design and bid phase of this project.

It was moved by Commissioner Kachakov and seconded by Commissioner Schriever to authorize the General Manager to sign a Professional Services Agreement for Evergreen Coating Engineers, LLC. in the amount of \$111,599.00 for the Bard Reservoir Recoating project. Vote 5-0-0. Motion carried. So ordered.

Ms. McAlister reviewed the details of this request. She confirmed this involves both the campus and remote sites. The Board is pleased with this update especially with the timing of the recent thefts in the area.

In 2016 the District installed a security surveillance system as part of the Security Improvement Phase III Project. While this system has functioned as planned, time and weather elements have taken a toll on the existing cameras, and the cameras need to be proactively replaced. This project will be a 1:1 replacement of existing cameras in the system. Where possible, staff have attempted to increase coverage of areas using new camera types that were previously unavailable. The newer technology will also increase the analytic abilities and provide better detection.

This replacement project will bring modern camera sensor technology into play, allowing the District to effectively meet current requirements, as well as contributing to future improvement needs. These new cameras have been redesigned to help prevent water ingress, which in our Pacific NW climate has been a significant contributing factor to the failure of existing cameras.

Absco Solutions has been the District's preferred vendor since the inception of the Security Improvement Project. Absco Solutions is currently the lowest bid provider on the Washington Learning Source (WLS) purchasing program, for the proprietary equipment installed at the District. The District entered into an Intergovernmental Cooperative Purchasing Agreement with Puget Sound Educational Service District (PSESD), which is a political subdivision of the State, that operates the WLS purchasing program. The equipment for the project is competitively bid on an annual basis.

**It was moved by Commissioner Kachakov and seconded by Commissioner Schriever to authorize the General Manager to approve the Professional Services Agreement with Absco Solutions for \$128,406 plus tax, with discretion of up to 5% contingency.
Vote 5-0-0. Motion carried. So ordered.**

- a. General Manager's Report - Mr. Sorensen presented the GM report to the Board. There was a discussion on when to resume in-person meetings. A goal of beginning with the April 5, 2022, meeting was agreed upon. Further discussion will take place at the March 15, 2022, meeting to finalize the plans with a focus on how to maintain six feet of distance for Board and staff. IT staff will perform sound checks and provide room setup options for discussion at next meeting.
- b. Engineering Report - Mr. McDowell mentioned the King County permitting process currently has a long back up, causing delays on three District projects. He will provide updates as the info becomes available.
- c. Finance Report - No report.
- d. Operations & Maintenance Report - No report.
- e. Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) - Mr. Broyles reported that John McClellan P.E. is the new chair. Two main topics from the meeting were the 2023 rate and the 10 year rate outlook discussions.

Regular Meeting Minutes

March 1, 2022

Page 5 of 6

- f. Seattle System Operating Board - Commissioner Maloney mentioned that March 3, 2022, is the next regular meeting and the April 7th regular meeting has been moved up to March 31, 2022.
- g. Sno-King Water District Coalition - The next meeting will be March 14, 2022.
- h. Snohomish River Regional Water Authority (SRRWA) - No report.
- i. Washington Association of Sewer and Water Districts (WASWD) - Commissioner Clarke reported on the February 28, 2022, Board of Directors meeting. The focus was on the Utility tax and the 2022-2023 budget. The next Section IV meeting will be March 21, 2022. The WASWD Board Workshop will be March 28, 2022, Commissioner Maloney is interested in attending.
- j. WASWD Government Relations Committee - Commissioner Steeb reported that the next meeting will be March 16, 2022.
- k. Attorney's Report - Christopher Pirnke introduced himself to the Board and mentioned he is looking forward to working with the District. The Board welcomed Mr. Pimke.

COMMISSIONER'S COMMENTS: None.

COMMISSIONER CALENDARS

All Commissioners expect to be available for the March 15, 2022, and April 5, 2022, meetings.

ITEMS FROM THE PUBLIC: None.

EXECUTIVE SESSION

The Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(l)(C) at 6:00 p.m. to discuss potential litigation. Commissioners Clarke, Kachakov, Maloney, Schriever, Steeb, Counsel, Mr. Sorensen, and Mr. McDowell attended the Executive Session.


The Executive Session was concluded at 6:16 p.m. and the open public meeting was reconvened with no action taken.

ADJOURNMENT

Commissioner Clarke adjourned the meeting at 6:16 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