

WOODINVILLE WATER DISTRICT
1441st Regular Meeting
March 15, 2022

ATTENDANCE

Commissioners: Chuck Clarke, Pamela J. Maloney Tim Schriever, and Karen Steeb
Staff: Patrick Sorensen, Darcie McAlister, Ken McDowell, Jack Broyles, Steve Brown,
Sandra Tachibana, Nick Foster 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.

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to excuse Commissioner Kachakov. Vote 4-0-0. Motion carried. So ordered.

ITEMS FROM THE PUBLIC: None.

ADDITIONS OR DELETIONS TO THE AGENDA: None.

MEETING AGENDA APPROVAL

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

MINUTES APPROVAL

- 7 (a) February 23, 2022, Special Meeting Minutes
- 7 (b) March 1, 2022, Regular Meeting Minutes
- 7 (c) March 1, 2022, Special Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve the February 23, 2022, Special Meeting Minutes, the March 1, 2022, Regular Meeting Minutes and the March 1, 2022, Special Meeting Minutes. Vote 4-0-0 Motion carried. So ordered.

CONSENT AGENDA

- 8 (a) Sign Monthly Vouchers

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- Water Maintenance Fund (09-104-0010), Vouchers #100113 through #100185 and Payroll Advice #10040 through #10077 in the amount of \$546,121.23
- Sewer Maintenance Fund (09-104-0510), Vouchers #27295 through #27296 in the amount of \$4,074.64
- Water Construction Fund (09-104-3010), Vouchers #35553 through #35557 in the amount of \$53,359.90
- Sewer Construction Fund (09-104-3510), Vouchers #41009 through #41010 in the amount of \$7,498.46

3/21/2022 A/P and 3/14/2022 Payroll A/P

8 (b) Resolution No. 4002 Woodin Creek Village Phase 3 Water Extension D1901 Project Approval

To accept D1901 as complete by approval of Resolution No. 4002

8 (c) Resolution No. 4003 Woodin Creek Village Phase 3 Sewer Extension D1902 Project Approval

To accept D1902 as complete by approval of Resolution No. 4003

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

10 (a) Board Room Setup – In-person Meeting Space Discussion

Ms. McAlister initiated discussion on the logistics for future hybrid Board meetings. Sound testing has been successful. Mask wearing does impact the attendee's ability to hear and understand what is being said. Maintaining 6 feet of distance creates a challenge to fit both Board members and staff in the space.

Some staff would need to continue virtual attendance for distancing purposes. Additional problems that will need to be addressed include; lag time between virtual and in-person speakers and camera positioning to see attendees while they maintain the 6 feet distance. The Board consensus is to stay virtual through April and then re-evaluate. The Board members thanked staff for their efforts to create a functional and safe meeting environment.

NEW BUSINESS

11 (a) Amend Off-Site Landscape Agreement

Mr. Brown reviewed the details of the agreement.

In March of 2020, staff went out for competitive bids through the MSRC for the District's off site landscape maintenance. The lowest responsive responsible bidder was Cascade Landscape Services Inc., located in Clearview, Washington. They have handled our off-site landscaping needs since 2015. Staff would like to amend their existing contract for another two years with an 5% increase.

The professional service agreement has been reviewed by General Counsel.

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to Amend the 2020 two-year professional service agreement for the Off-Site Landscape Maintenance for an additional two years, extending the existing contract to March 31, 2024, to Cascade Landscape Services Incorporated for an amount not to exceed \$38,704.56 (including Washington State Sales Tax) and authorize the General Manager to sign the professional service agreement. Vote 4-0-0. Motion carried. So ordered.

11 (b) Equipment Surplus Resolution No. 4004

Ms. McAlister introduced this item. The District has two old Konica Minolta copier/printers that have been replaced with new machines. One of the machines is not working now and is too expensive to repair. The other machine is not being utilized and may be attractive for purchase by an outside party. Therefore, staff is requesting that the Board sign a resolution declaring the items listed on Exhibit 1 (attached) as surplus and allow the District to advertise a public sale of such items. Any items left after such sale will be disposed of in an environmentally friendly manner.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve Resolution 4004 declaring the old and unused equipment, as listed on Exhibit 1, as surplus and allowing the public sale or disposal of such equipment. Vote 4-0-0. Motion carried. So ordered.

11 (c) Award Construction Contract for the 168th Ave NE & NE 145th St AC Water Main Replacement Project, Contract No. 5-21

Mr. McDowell reviewed the details of this agenda item. The Blueline Group completed the design for the 168th Ave NE & NE 45th St AC Water Main Replacement Project, Contract 5-21. This project will replace approximately 4,510 linear feet of 8-inch and 12-inch Asbestos Concrete (AC) Pipe with 8-inch and 12-inch Ductile Iron (DI) pipe. This project will be done in two phases within unincorporated King County. The work in the two areas is in the vicinity of the Hollywood Reservoir and the Tolt Pipeline. Staff have phased the work to ensure all water main work is done in one area before moving to the next. The work on 168th Ave NE will be done in Phase 1, and then the 145th St NE work will be done in Phase 2. The District also specified for the contractor to complete two water main connections by the Hollywood Reservoir before April 13th, 2022, in order to avoid affecting water supply for the peak demand season. This project will also replace several fire hydrants and will involve transferring approximately 50 services from the old AC water main to the new DI main.

This project was advertised for Bids on February 17, 2022, and February 24, 2022, in the Daily Journal of Commerce with the plans and specs available on Builders Exchange. The bid opening was held on March 3, 2022, at 3:00 pm. Four (4) bids were received and ranged from a low bid of

\$1,959,482.73 to a high bid of \$2,469,262.25 including Washington State Sales Tax (WSST). The Engineer's Estimate for this project was \$1,884,306.45 including WSST. The average of all the bids was \$2,142,127.08 including WSST. The low bid was submitted by Marshbank Construction, Inc. of Snohomish, Washington.

The low bidder, Marshbank Construction Inc., has an adequate record for projects of similar size and scope. The District and Blueline Group have also worked with Marshbank on several successfully finished projects in the past. There are no uncorrected adverse actions, summons, or complaints listed on the Washington State Department of Labor & Industry's website for this contractor. Blueline has also performed referenced checks and noted that the reference checks were positive.

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to award the construction contract to the lowest responsive, responsible bidder, Marshbank Construction, Inc. for an amount not to exceed \$1,959,482.73 (including WSST) for the construction of the 168th Ave NE & NE 145th St AC Water Main Improvement Project, Contract 5-21 and to authorize a 5% contingency for the General Manager's discretion on change orders. Vote 4-0-0. Motion carried. So ordered.

REPORTS

- a. General Manager's Report - Mr. Sorensen reported that the SPU contract meeting went well. The District is driving these contract discussions and our ratepayers will appreciate our efforts to keep rates lower.
- b. Engineering Report - Mr. McDowell thanked Bill Linton for his work for the District and wished him a great retirement.
- c. Finance Report - Mr. Broyles reviewed the report with the Board. Commissioner Clarke suggested that the finance report contain a graph that shows budgeted water sales compared to actual water sales.
- d. Operations & Maintenance Report - Mr. Brown updated the Board on some changes being made to address our recent theft problems. Mr. Sorensen mentioned the upcoming addition of a small new garage. Mr. Brown said that a contract for this garage will be going out for bid soon.
- e. Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) - Mr. Sorensen reported on the March 3, 2022, subcommittee meetings.
- f. Seattle System Operating Board - Commissioner Maloney reported on the March 3, 2022, meeting. The 2023-2028 CIP overview was presented.
- g. Sno-King Water District Coalition - Mr. Sorensen did not attend the March 14, 2022, meeting but he forwarded a copy of lobbyist Joran Clowers' notes to the Board.
- h. Snohomish River Regional Water Authority (SRRWA) - No report.

- i. Washington Association of Sewer and Water Districts (WASWD) - Commissioner Clarke mentioned the next Section IV meeting will be Monday March 21, 2022. The WASWD Board Workshop will be held March 28, 2022.
- j. WASWD Government Relations Committee - Commissioner Steeb reported that the next meeting will be March 16, 2022.
- k. Attorney's Report - Mr. Linton thanked the Board and District staff for being so terrific to work with. He is looking forward to retirement and getting outdoors more often. He is confident Attorneys Christopher Prinke and Curtis Chambers will be a good fit for the District going forward. Mr. Linton will still do some work for the District but in the background. He mentioned this Board has been one of the best he has ever worked with. Good consensus is very valuable. The Board wished him all the best.

COMMISSIONER'S COMMENTS

Commissioner Maloney loves the new District campus landscaping and the new ADA ramps she is very pleased with the results.

Commissioner Schriever added his best wishes to Mr. Linton for a happy retirement and reminded him to "go cold turkey and not keep working".

COMMISSIONER CALENDARS

All Commissioners except Commissioner Maloney expect to be available for the April 5, 2022, and April 19, 2022, meetings. Commissioner Maloney may have a conflict for the April 19, 2022, meeting.

ITEMS FROM THE PUBLIC: None.

EXECUTIVE SESSION

The Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(l)(g) at 6:06 p.m. to discuss personnel issues. Commissioners Clarke, Maloney, Schriever, Steeb, and Counsel attended the Executive Session.

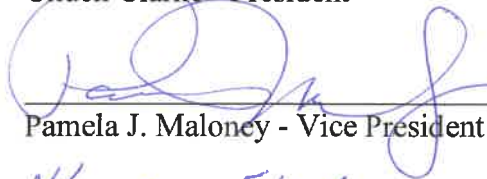
The Executive Session was concluded at 6:29 p.m. and the open public meeting was reconvened with no action taken.

ADJOURNMENT

Commissioner Clarke adjourned the meeting at 6:29 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