

**ALDERWOOD WATER & WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS MEETING  
Monday, April 18, 2022  
MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 5:00 pm.

**2. ROLL CALL**

Roll Call was taken. All five Commissioners were present.

**3. PUBLIC COMMENTS**

There were no Public Comments provided.

**4. EXECUTIVE SESSION**

- A. The Board recessed at 5:02 pm for an anticipated 30 minutes and entered into Executive Session for the purpose of considering an issue related to Personnel in accordance with RCW 42.30.110 section 1(f). Present during the Executive Session were all Commissioners and District Attorney Joe Bennett. The Board returned at 5:27 pm and announced there will be a Special Board Meeting on Monday, April 25<sup>th</sup> at 8:00 am.
- B. The Board recessed at 5:27 pm for an anticipated 10 minutes and entered into Executive Session for the purpose of considering an issue related to Litigation in accordance with RCW 42.30.110 section 1(i). Present during the Executive Session were all Commissioners and District Attorney Joe Bennett, General Manager Dick McKinley and M&O Director Heather Earnheart. The Board requested extensions of 5 minutes until 5:52 pm. The Board returned at 5:52 pm and made no formal decision.

**5. ADDITIONS TO OR DELETIONS FROM THE AGENDA**

There were no Additions to or Deletions from the Agenda.

**6. CONSENT AGENDA**

- A. Minutes
  - i. April 4, 2022
  - ii. April 11, 2022  
Commissioner Jones requested the word wastewater be deleted from item 7C, third paragraph, second line.
- B. Vouchers (#2022-1348 thru #2022-1417) – Total \$5,493,422.92
- C. Disbursements - Authorized by the Finance Director – Total \$798,365.48
- D. Out-of-State Travel – SCADA Conference - Aaron Aliverti
- E. W1102E Water Pressure Reduction Phase 2 City of Bothell North Creek Trail

**Motion:** Commission Jones moved to approve the Consent Agenda with a correction to the April 11<sup>th</sup> minutes as presented. It was seconded by Commissioner Cross and was unanimously approved.

## 7. UNFINISHED BUSINESS

### A. Rate Study Contract

Vendor: FCS Group Not-to-Exceed:

Amount: Not to Exceed \$106,035

Term: Completed by December 31, 2022

Loretta Smith Kelty, Finance Manager

Anh Nguyen, Financial Analyst

Anh Nguyen provided a brief summary of her memo and requested Board approval for the General Manager to execute the Professional Services Agreement with FCS Group.

**Motion:** Commission Lotz moved to approve the Professional Services Agreement as presented. It was seconded by Commissioner Broyles and was unanimously approved.

### B. S2207 Emergency Response Plan, Wastewater Update, Windshield RRA for water and VERApp Response App

Vendor: Varius, Inc.

Amount: \$93,500

Scott Eastman, Emergency Management &

Public Outreach Planner

Scott Eastman provided a summary of the memo requesting Board approval for the General Manager to execute the Professional Services agreement with Varius, Inc. This project has three components: the addition of wastewater update which starts with a comprehensive risk and resilience assessment, the addition of the wastewater plan to the mobile app and the windshield survey risk assessment for water.

**Motion:** Commission Jones moved to approve the Professional Services Agreement as presented. It was seconded by Commissioner Broyles and was unanimously approved.

### C. S2204 60<sup>th</sup> AVE W Sewer & Water Relocation

Professional Services Agreement

Vendor: Osborn Consulting, Inc.

Amount: \$131,230.58 (no tax)

End Date: December 31, 2023

Luke Moilanen, Engineer

Paul Richart, Capital Projects Manager

Paul Richart provided a summary of the memo regarding a Snohomish County culvert replacement. This item has been discussed previously in February and March. The District needs to relocate a water line, a gravity sewer line and a sewer force main to accommodate a large excavation for the new culvert. The District is requesting Board Approval to hire Osborne Consulting, Inc. for the temporary and permanent designs of those three utility lines to include into Snohomish County's project.

**Motion:** Commission Lotz moved to approve the Professional Services Agreement as presented. It was seconded by Commissioner Cross and was unanimously approved.

- D. W2005 Snohomish County 43<sup>rd</sup> AVE SE  
Interlocal Agreement Execution  
Vendor: Snohomish County  
Amount: \$1,906,807.41  
End Date: TBD  
Dan Scheil, Engineer  
Paul Richart, Capital Projects Manager

Paul Richart provided a summary of the memo regarding construction of a new north/south street to reduce congestion in the southeast section of the District. They have chosen 43<sup>rd</sup> Avenue and will require both widening of sections and new roads in some of the gaps that currently exist. They will have to relocate water lines, connect gaps in the unopened rights-of way, relocate sections of 36" transmission line that feeds water out of the Clearview Reservoir, and iron adjustments.

**Motion:** Commission Broyles moved to approve the Interlocal Agreement as presented. It was seconded by Commissioner Jones and was unanimously approved.

- E. J1805B Property Demolition  
Professional Services Agreement Execution  
Vendor: Blueline Group. LLC  
Estimate: \$63,230  
End Date: December 31, 2023  
Dan Scheil, Engineer  
Paul Richart, Capital Projects Manager

Paul Richart provided a summary of the memo regarding the demolition of the existing structure located at 15015 Hwy 99 and 3406 35<sup>th</sup> Avenue SW. After inspection, it was determined the building should be demolished. District staff has negotiated a contract with Blueline to perform design services and final bid documentation regarding the demolitions of two buildings, interior demolition of the 15022 35<sup>th</sup> Ave site and replacement of the security fencing around all three sites and is requesting Board approval to Execute the contract.

**Motion:** Commission Lotz moved to approve the Professional Services Agreement as presented. It was seconded by Commissioner Broyles and was unanimously approved.

- F. Westwater Construction Resolution No. 2749-2022  
Authorizing Contribution to Litigation  
Joe Bennett, District Attorney

Joe Bennet provided a summary of the Resolution authorizing the District to contribute up to \$5,000 for the Westwater Construction Appeal. He stated the Resolution is lengthy in anticipating that an auditor could request the legality of the District contributing to litigation involving a private entity. He has spoken with other Districts that are also interested in participating and they would like to use the same Resolution template. The funds will be sent to the law firm trust account representing Westwater Construction.

**Motion:** Commission Jones moved to approve Resolution No. 2749-2022 as presented. It was seconded by Commissioner Cross and was unanimously approved.

## 8. NEW BUSINESS

There was no New Business presented.

## 9. REPORTS

### A. General Manager Report

- We continue to follow through on Cyber Security and SCADA monitoring.
- Everett Sewer Agreement Annexation/Assumption issue. We will meet with Everett next week and we will not be surrendering our rights and free speech.
- APWA Conference – taught a course on Utility Funding Theory
- Out for RFQ on the Bundled Capital Projects.

### B. W1812 WSDOT SR96 Water & Sewer Relocation

GM Signed Agreement & Information Briefing

Vendor: Washington State Department of Transportation

Amount: \$22,419.80

David MacDonald Project Engineer

Paul Richart, Capital Projects Manager

Paul Richart provided a summary of the memo regarding the agreement we signed for WSDOT to put a casing in for us to run a water line through for their bridge culvert.

### C. Maintenance & Operations Monthly Report

Heather Earnheart, Maintenance & Operations Director

Heather provided a summary of M&O Monthly report including discharge and test reports, project updates, daily pumping totals, peak daily system pumping and energy efficiencies.

### D. Board of Commissioners Committee Assignments

<b>AGENCY OR ORGANIZATION</b>	<b>DISTRICT REPRESENTATIVE</b>	<b>LAST MEETING</b>	<b>NEXT MEETING</b>
<b>WASWD – Section III</b>	Dean Lotz	Conference	May 10 <sup>th</sup>
<b>WASWD – Emergency Preparedness</b>	Paul McIntyre	Cancelled	May 10 <sup>th</sup>
<b>WASWD – Technology Interest</b>	Jack Broyles, Jr.	Cancelled	May 20 <sup>th</sup>
<b>WASWD – Board of Directors</b>	Larry Jones	March 28 <sup>th</sup>	May 23 <sup>rd</sup>
<b>Sno-King Water District Coalition</b>	Larry Jones	April 11 <sup>th</sup>	May 9 <sup>th</sup>
<b>EWUC – Everett Water Utility Committee</b>	Paul McIntyre	February 17 <sup>th</sup>	April 21 <sup>st</sup>
<b>MWPAAC – Metropolitan Water Pollution Abatement Advisory Committee</b>	Jack Broyles, Jr.	March 23 <sup>rd</sup>	April 27 <sup>th</sup>
<b>WSRMP – Water Sewer Risk Management Pool</b>	Donna Cross	April 16 <sup>th</sup>	May 21 <sup>st</sup>
<b>WWUC – Washington Water Utility Council</b>	Jack Broyles, Jr.	March 25 <sup>th</sup>	April 22 <sup>nd</sup>

<b>CWSA</b> – Clearview Water Supply Agency	Donna Cross	February 16 <sup>th</sup>	April 20 <sup>th</sup>
<b>PSRC</b> – Puget Sound Regional Council	Paul McIntyre	April 7 <sup>th</sup>	May 5 <sup>th</sup>

E. Attorney Report

Joe Bennett provided an update on a Teams meeting he is having with two Construction Agencies related to the breadth of support regarding taking on Labor & Industries and their proposed prevailing wage updates.

He also provided an update on the progress of the Puget Sound General Nutrient Permit. The ongoing question is whether DOE has the authority to require both a general and an individual permit for discharge into the Puget Sound. The Tribes and State sent their response briefs last Friday and our reply briefs are due on Friday, April 29<sup>th</sup>.

**10. PUBLIC COMMENTS**

There were no Public Comments provided.

**11. COMMISSIONER COMMENTS**

Commissioner Jones asked how many operational wells we have. He stated that since there are new testing requirements for PFAS, is that on our radar and do we do uncontrolled testing as well. Darren DeMontes stated that we are not required to do the testing at the 164<sup>th</sup> well because it does not feed into a distribution system.

**12. ADJOURNMENT**

The meeting was adjourned at 6:37 pm.

Submitted by,

Caryn Saban, Executive Assistant

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Paul D McIntyre, President

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Donna J. Cross, Secretary