

**MINUTES OF THE MEETING OF
COMMISSIONERS OF THE
SILVER LAKE WATER & SEWER DISTRICT**

January 23, 2014

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on January 23, 2014, beginning at 5:30 p.m., at the District Administration Building. Attending were Commissioners Bill Anderson, Rod Keppler, and Anne Backstrom. Also present were General Manager Patrick Curran, District Engineer Rick Gilmore, and Finance Manager Brad Nelson; Eric Delfel with Gray & Osborne; and John Milne with Inslee, Best, Doezie, & Ryder P.S., Attorney for the District.

- 1.) **CALL TO ORDER:** Commissioner Backstrom called the meeting to order at 5:30 p.m.
- 2.) **APPROVAL OF MINUTES:** The Minutes of the regular meeting of January 9, 2014 were unanimously approved as circulated.

3.) **FINANCIAL MATTERS:**

a.) **Vouchers and Check(s) Approval:**

Following discussion of various matters, vouchers and revolving fund checks were unanimously approved and signed as follows:

Fund	Code	Number	Amount
Water Maintenance	743 5408666	.01-047-.01-077	\$171,138.61
Sewer Maintenance	743 5418666	.01-018-.01-031	60,764.10
Sewer Capital Improve.	743 5448666	.01-002-.01-002	1,015.48
Water Capital Improve.	743 5468666	.01-003-.01-006	22,723.14
Revolving Check Fund		3298 - 3311	4,937.89
Total Warrants			\$260,579.22

b. **HRA VEBA Employer Adoption Agreement Acceptance**

Mr. Curran presented a verbal summary to the Board of Commissioners of a letter received from the VEBA Service Group, stating the Employer Adoption Agreement submitted by the District to renew participation in the HRA VEBA Trust, has been accepted.

4.) **CAPITAL IMPROVEMENT PROJECTS**

a.) **Developer Extension Agreements**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of two Developer Extension Agreements with attached Project Site maps, for the plats of Seattle Ridge and Mayfield Estates, for their review. The Seattle Ridge project is a subdivision of a tract of land adjacent to the Plat of The Village at Webster's Pond, Phase 3 that

extends east to its border along Seattle Hill road, near 148th Street SE. It is a residential plat of 16 lots. This project is within the City of Mill Creek, but will be designed for compatibility with the proposed Seattle Hill Road Widening project, currently in design by Snohomish County. The Developer is Seattle Hill North Coast, LLC.

Mayfield Estates is located east of, and along Seattle Hill Road, near 139th Street SE, and will be accessed off of 141st Street SE when the proposed roads are constructed. It is a water and sewer extension project that will serve 44 single family lots. The Developer is KLN Construction, Inc.

Following discussion, by motion passed unanimously, the Board of Commissioners accepted and executed the Developer Extension Agreements for the plats of Seattle Ridge and Mayfield Estates.

b.) Reservoir No. 2 Improvements Project 2014

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the 2014 Reservoir No. 2 Improvements project, for their review. The District approved a Scope of Services and Design budget for Gray & Osborne, for the Civil, Mechanical, Security, and Coating upgrade work at the District's Reservoir No. 2 site. This work includes stripping the interior and exterior coatings to facilitate seal welding of the interior ceiling plates and the construction of an exterior stair access to the tank's roof, a new perimeter catwalk and gutter system, modifications to the existing access hatch; in addition, interior piping modifications will be made for water quality and reduction of stratification, and security enhancements and intrusion alarm improvements will be made. The project plans and specifications are posted to the Builders Exchange of Washington site and the District has publicly advertised this project for a bid opening date of February 11, 2014.

6.) MAINTENANCE & OPERATIONS

a.) Master Meter No. 9 Failure

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding the Master Meter No. 9 failure, due to a meter head/electronic failure. When Mr. Robison, Facilities Supervisor, arrived at the Master Meter No. 9 location, he found there was ¼" of water in the Meter controller that was mounted to the wall. The water had wicked up the computer cable ribbon, shorting out both circuit boards.

On Monday, January 13, 2014, Mr. Robison met onsite (Master Meter No. 9) with Mr. Wes Ketcham (Infinium Engineering) and Mr. Brad Crawford (Crawford Electric), to attempt to fix the issue. Crawford Electric installed a drain in the panel to channel the water out of it, until the conduit from the electrical vault dries up in the summer. When it does dry out, Crawford Electric will return to Master Meter No. 9 to install a sealing compound to seal the conduit.

Also on Monday, staff removed the Meter controller from Master Meter No. 9. The District's Electrician and Mr. Ketcham removed the Meter controller from Master Meter No. 7, an emergency redundant meter serving the Greenleaf neighborhoods only as a backup, to install it into Master Meter No. 9. Mr. Ketcham reprogrammed, and tested it,

but left it off until Tuesday when the Water report could be verified. On Tuesday, January 14, 2014, the Water report looked good and Master Meter No. 9 was put back online.

b.) New District Site Plan

Mr. Curran gave a verbal report to the Board of Commissioners that staff and he are reviewing options for the Board's consideration, regarding Headquarter Site modifications and a New Warehouse facility.

c.) Cross Connection Control Table 9 Properties

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding a Proposal to upgrade certain premises to use Table 9 Facilities to comply with the WAC, with an attached letter example and Excel spreadsheet, for their review. Staff summarized there are currently nine premises, with one or more businesses, categorized as Table 9 by WAC 246-290. Per the WAC, these premises constitute a high hazard to the distribution system and must be protected with premises isolation by an RPBA (Reduce Pressure Backflow Assembly).

There are seven Strip malls within the District and they have the potential of becoming Table 9 facilities, due to the changing of tenants. These premises should be upgraded to premises isolation by an RPBA, to insure the protection of the distribution system. The remaining 18 commercial connections provide low risk to the District at this time, but should be closely monitored for any tenant improvements or changes so they may be upgraded to current District standards at that time.

Staff intends to send a letter to the first few property owners on the list and begin the conversation of bringing their facilities into compliance with Table regulations, and once compliance is reached with a property owner, staff will continue down the list to begin this same process with the next property owner. Following discussion, the Board communicated its support for staff to move forward with this plan.

6.) STAFF REPORTS

a.) District Engineer:

No Further Report.

b.) Finance Manager:

Mr. Nelson advised the Board the second District process for issuing Accounts Payable checks was completed successfully. He advised the State Auditor's Office has scheduled its Exit Interview with the District for January 31, 2014 at 9:30 a.m. Following discussion of various matters, the Commissioners determined the Board would be represented at this Exit Conference by Commissioner Anne Backstrom. Mr. Nelson presented each Commissioner with a payroll template detailing payroll data for each. He asked for them to review their data to ensure no mistakes are found and to advise him by Monday, January 27, 2014 of any needed corrections.

c.) Attorney:

No Further Report.

d.) General Manager:

No Further Report.

The General Manager requested an Executive Session to discuss matters pursuant to RCW 42.30.110 (1) (c) regarding property currently owned by the District, and RCW 42.30.110 (1) (i) regarding potential litigation relating to the City of Mill Creek Franchise negotiations . A motion was made, seconded, and unanimously approved by the Board of Commissioners to convene to an Executive Session to discuss this matter. Before convening to the Executive Session at 5:55 p.m., Commissioner Backstrom advised that the Executive Session would be concluded at 6:15 p.m. The Executive Session concluded at 6:15 p.m. and the open public meeting reconvened.

The Board of Commissioners took no further action and Commissioner Backstrom adjourned the meeting.

This ends the Minutes of the January 23, 2014 regular meeting. The following signature page is a scanned image of the original signature page of the Minutes and certifies these are the approved Minutes by the Secretary of the Board.

Minute Certification

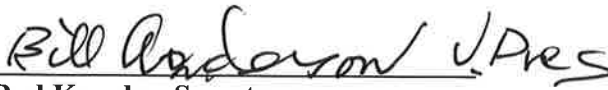
I, the undersigned, Secretary of the Board Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

1. The attached copy of the Minutes of the Meeting of Commissioners (the "Minutes") is a full, true and correct copy of the Minutes of the January 23, 2014 regular meeting of Commissioners, duly adopted at a regular meeting of the Board of Commissioners of the District, held at the regular meeting place thereof on February 13, 2014, as these Minutes appear on the Minute book of the District; and;

2. A quorum of the members of the Board of Commissioners was present throughout the meeting and a majority of those members present voted in the proper manner for the approval of these Minutes.

IN WITNESS WHEREOF, I have hereunto set my hand this 14 day of February 2014.

**SILVER LAKE WATER AND SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON**



Rod Kepler, Secretary