

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

March 13, 2014

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on March 13, 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 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 February 27, 2014 were unanimously approved as circulated.
- 3.) **FINANCIAL MATTERS:**

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

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

Fund	Code	Number	Amount
Water Maintenance	743 5408666	.03-001-.03-044	\$106,542.52
Sewer Maintenance	743 5418666	.03-001-.03-013	602,102.82
Sewer Capital Improve.	743 5448666	.03-001-.03-001	166,926.51
Water Capital Improve.	743 5468666	.03-001-.03-001	512.00
Revolving Check Fund		3350 - 3352	412.71
Total Warrants			\$876,496.56

4.) **CAPITAL IMPROVEMENT PROJECTS**

a.) **Reservoir No. 2 Improvements Project 2014**

Mr. Curran 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 Pre-construction meeting was held on March 5th, and the Contractor has initiated his site work. District crews have completed the draw-down of the Reservoir and will turn the drained Reservoir structure over to the Contractor this week. The District's 725 Pressure zone will be serviced by water provided from the 640 zone and the new Master Meter No. 9, while the Reservoir is offline.

The Contractor will return the Reservoir for District operation when the structural and access improvements have been made and the Interior Coating system is in place and

tested. Some electrical work, telemetry elements, and exterior mural work necessary for project acceptance, may continue after the District operational control is returned.

b.) Resolution-Adopt District Standards for Water/Sewer Systems and Infrastructure

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report, proposed modification sheet and draft resolution, for their review. The Board last adopted revised District Standards in July of 2012. The current updates presented to the Board have relatively few proposed changes from the 2012 edition, including specifications addressing difficult constructability issues created by small lot sizes and providing for premise isolation of multi-family structures to protect the District's water system from new cross-connection potential, based on operational uses observed that had not been seen before in apartment complexes.

Following discussion, by motion passed unanimously, the Board of Commissioners adopted Resolution No. 700 approving the new 2014 District Standards.

5.) MAINTENANCE & OPERATIONS

a.) New Inventory Building Project

Mr. Curran presented a verbal summary to the Board of Commissioners of Site Plan-Option 5, regarding the New Inventory Building project, for their review.

b.) P.U.D. Request to Discontinue License Agreement

The Board of Commissioners reviewed a letter received from Snohomish County P.U.D. requesting discontinuance of the agreement as of March 31, 2014, that allowed one P.U.D. Service truck to be parked on the District's property during the hours it is not used for work purposes. The annual renewal of this parking license agreement is April 1, 2014. No further action is required.

c.) Fire Hydrant Damage at 139th & Seattle Hill Road

The Board of Commissioners reviewed a report regarding Fire Hydrant damage at 139th & Seattle Hill Road. On March 8, 2014 at 9:00 p.m., a driver that had fallen asleep behind the wheel hit a Fire hydrant on 139th & Seattle Hill Road. Mr. Robison and Duty staff met onsite to assess the damage to the hydrant. Mr. Robison spoke with Mill Creek Officer, Marc Schuermeyer, who was at the scene and stated he would get the drivers information to him upon his return to work on Wednesday, March 12th. Mr. Robison emailed Officer Schuermeyer on Wednesday and he stated the driver is not returning his calls. Mr. Robison requested the Police report. The Fire hydrant was inspected as it was lying over at a 45 degree angle and the top of the Fire Hydrant shoe had broken off. Since there was no water flowing, staff made the decision to not shutoff the foot valve, as it could have broken something below grade. Several pictures were taken at the site, four traffic cones were put around the hydrant and it was bagged. Staff left the site at 9:30 p.m. Fire District No. 1 was contacted Monday morning, to report the Fire hydrant out-of-service.

6.) INTER-AGENCY REPORT(S)

The Board of Commissioners reviewed a letter received from Everett Public Works regarding the Sewer Service Charge for 2014. The Sewer Service Charges were calculated for District customers, effective with the April 2014 billing. The new rate is \$30.67 per

single family equivalent, an increase of \$0.81 or 2.7% from the current charge of \$29.86 per single family equivalent.

7.) STAFF REPORTS

a.) District Engineer:

No Further Report.

b.) Finance Manager:

No Further Report.

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 42.30.110 (1) (i) regarding potential litigation regarding such property. A motion was made, seconded, and unanimously approved by the Board of Commissioners to convene to an Executive Session to discuss these matters. Before convening to the Executive Session at 6:05 p.m., Commissioner Backstrom advised that the Executive Session would be concluded at 6:20 p.m. The Executive Session concluded at 6:20 p.m. and the open public meeting reconvened.

There being no further business before the Board the meeting was adjourned.

This ends the Minutes of the March 13, 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 March 13, 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 March 27, 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 27 day of March 2014.

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



Rod Keppler, Secretary