

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

April 10, 2014

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on April 10, 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; and Bill Linton 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 March 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:

<b>Fund</b>	<b>Code</b>	<b>Number</b>	<b>Amount</b>
Water Maintenance	743 5408666	.04-001-.04-044	\$93,522.75
Sewer Maintenance	743 5418666	.04-001-.04-011	592,028.50
Sewer Capital Improve.	743 5448666	.04-001-.04-002	12,267.72
Water Capital Improve.	743 5468666	.04-001-.04-003	247,154.58
Revolving Check Fund		3369 - 3377	25,576.09
<b>Total Warrants</b>			<b>\$970,549.64</b>

**b.) Staff Report-Key Bank Proposal for Banking Service**

Mr. Nelson presented a verbal summary to the Board of Commissioners of a Staff report, Pre-closing March Cash and Investment Statement, Public Deposit Protection Commission Financial information, Key Bank Commitment Letter, and District's Appendix "A" Non-disclosure Agreement for their review. Following discussion of various matters, the Commissioners directed staff to look for a vendor that could provide the lock box services for a lower cost and clarified that a local bank could be one with an office located outside the District's boundaries. The Commissioners expressed their preference for a bank chartered in Washington State but that staff should continue to search for a better financial deal for these banking services.

#### **4.) CAPITAL IMPROVEMENT PROJECTS**

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

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report and Gray & Osborne Progress Estimate No. 1 regarding the 2014 Reservoir No. 2 Improvements project, for their review.

The Contractor completed the shroud containment of the reservoir and has moved the sand blasting crews to work on the exterior of the tank while the subcontractor, CBI, is working on the interior of the tank. CBI has started the seal welding of the ceiling roof panels.

Following discussion, by motion passed unanimously, the Board of Commissioners approved Progress Estimate No. 1, in the amount of \$207,510.80, and directed staff to process this payment to Long Painting Company.

##### **b.) Developer Extension Agreements**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding three Developer Extension Agreements with attached Site maps, for their review. Freeway Place SFDU, located at 11825 Freeway Place SE, is a conversion of a single family home lot into a three unit SFDU by installation of two new meter services and three side sewer connections to existing mains in Freeway Place. The Developer is GSI Construction, Inc.

Ruggs Lake Villa, located at 122<sup>nd</sup> Place SE and 23<sup>rd</sup> Drive SE, will provide for 330 feet of sewer and 120 LF of water main to serve 11 lots. The existing house is proposed to remain on one of the newly created lots. The Developer is Seattle Pacific Development, LLC.

McDowell Short Plat, located at 13518-135<sup>th</sup> Place SE, will provide for installation of 170 feet of sewer and 80 LF of water main to serve one existing water only residence and three newly created lots. This project was previously presented to the Board of Commissioners but is now presented as a change of ownership. The Developer is Landsverk Quality Homes, Inc.

Following discussion, by motion passed unanimously, the Board of Commissioners accepted and executed the Developer Extension Agreements for Freeway Place SFDU, Ruggs Lake Villa, and McDowell Short Plat.

##### **c.) Bills of Sale – 1<sup>st</sup> Quarter 2014 Report**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report listing the accepted 1<sup>st</sup> Quarter Bills of Sale for Developer Extensions, representing \$1,652,397.20 of utility infrastructure added to the District by Developer contribution, for their review. Following discussion, the Board of Commissioners acknowledged acceptance of the Bills of Sale for:

<b>PROJECT NAME</b>	<b>WATER</b>	<b>SEWER</b>
<b>1<sup>st</sup> Quarter</b>		
Creekside Place	\$77,587.92	\$91,313.19
Sun Creek Meadows	108,990.96	74,286.74
126 <sup>th</sup> Street Short Plat	8,408.40	14,086.80
Parkhaven, Phase 2	425,035.25	367,059.25
Canton Ridge	253,930.69	231,698.00
<b>Total Value</b>	<b>\$873,953.22</b>	<b>\$778,443.98</b>

**5.) INTER-AGENCY REPORT**

**a.) Attorney General Q & A Open Government Training Act**

Mr. Curran presented a verbal summary to the Board of Commissioners of the Attorney General Q & A regarding the 2014 Open Government Trainings Act, for their review. The Open Government Training Act will be effective July 1, 2014. This Act requires basic open government training for local and statewide officials and records officers. The training covers: public records and records retention, and open public meetings. District Commissioners must receive both open public meeting and records training; with refresher training at intervals of no more than four years. Mr. Curran, as the District's General Manager, is the named District Public Records Officer in accordance with Resolution 668 so he will also take both open public meeting and records training. Mr. Curran advised he intends to obtain this training for Shelley Stevens as well.

**b.) AWWD Appoints New Commissioner – Mr. Dean Lotz**

Mr. Curran presented a verbal report to the Board of Commissioners of an email received from Mr. Jeff Clarke stating that the AWWD Board selected a new Commissioner, Mr. Dean Lotz, to replace Mr. Roy George. Mr. Lotz worked for AWWD for a number of years before going to the Woodinville Water District, where he currently works in Maintenance & Operations. Mr. Lotz will be sworn in to begin his service on Monday, April 14, 2014.

**6.) STAFF REPORTS**

**a.) District Engineer:**

Mr. Gilmore reported that he attended a workshop regarding the 2014 PWTF program to stay updated on this program. He will be the lead in joining with Everett to apply for sewer improvement loans.

**b.) Finance Manager:**

Mr. Nelson reported successful completion of the new payroll system for the first quarter of 2014. He advised the Commissioners that David Hoagland with Hellam Varon has completed the field work for the District's 2013 Financial Report. This Financial Report is expected to be completed in May of this year.

**c.) Attorney:**

No Further Report.

**d.) General Manager:**

Mr. Curran advised the Commissioners that the Mill Creek City Council adopted the Ordinance and Franchise agreement with the District on Tuesday April 8, 2014. The document should be processed by the City in time for its presentation to the Commissioners for consideration at the Commissioner meeting of April 24, 2014.

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, and 42.30.110 (1) (i) regarding potential litigation involving a proposed Franchise Agreement with the City of Mill Creek. 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 6:00 p.m., Commissioner Backstrom advised that the Executive Session would be concluded at 6:10 p.m. The Executive Session concluded at 6:10 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 April 10, 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 April 10, 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 April 24, 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 24<sup>th</sup> day of April 2014.

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

  
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Rod Keppler, Secretary