

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

June 12, 2014

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on June 12, 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; Tom Zerkel 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 special meeting of May 21, 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	.06-001-.06-047	\$263,312.65
Sewer Maintenance	743 5418666	.06-001-.06-017	642,088.99
Sewer Capital Improve.	743 5448666	.06-001-.06-002	46,791.53
Water Capital Improve.	743 5468666	.06-001-.06-009	716,228.28
Revolving Check Fund		3437 - 3459	27,702.54
<b>Total Warrants</b>			<b>\$1,696,123.99</b>

4.) **CAPITAL IMPROVEMENT PROJECT(S)**

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's Progress Payment Request No. 3, for their review. The sand blasting crews completed the tank's original coating system removal and all of the blasted surfaces inside and outside have the priming system installed. CBI has remobilized to the tank to work on the installation of stairs, gutters, downspouts, catwalks, and the roof hatch and vent modifications. Painting crews will return to complete the coating applications following the conclusion of CBI's efforts. Gray & Osborne recommended payment of Progress Estimate No. 3 that reflects completed work through May 30<sup>th</sup>, 2014.

Following discussion, by motion passed unanimously, the Board of Commissioners approved Progress Payment Request No. 3 and directed staff to process a payment in the amount of \$301,015.72 to Long Painting Company.

**b.) Master Meter No. 10**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report and Gray & Osborne's Bid Tabulation and Review of Bids regarding the AWWD Intertie-Master Meter No. 10 project, for their review. The District worked with AWWD and the City of Mill Creek including their design input to the project, and completed the project plans and specifications. With the Board's approval, staff advertised the project for bids in the Everett Herald and Seattle Daily Journal of Commerce. Plans and specifications were posted for on-line access, using the Builder's Exchange of Washington's website. The Bid opening was held at the District office on Thursday, June 5, 2014, where eight bids were received. Gray and Osborne recommended the District award the project to the lowest responsive, responsible bidder, Taylor's Excavators, Inc. of Stanwood, WA, in an amount of \$568,528.08.

Following discussion, by motion passed unanimously, the Board of Commissioners awarded the AWWD Intertie-Master Meter No. 10 project to Taylor's Excavators, Inc. and directed staff to enter into a contract for construction for an amount totaling \$568,528.08, including Washington State Sales tax.

**c.) G&O Review of Bids-Decant Facility**

Mr. Curran presented a verbal summary to the Board of Commissioners regarding the Decant Facility Improvements Project. A Bid opening was held at the District Headquarters on Thursday, May 22, 2014. The project was solicited through MRSC Small Works Roster. The District received bids from four contractors. McClure and Sons, Inc. was identified as the lowest responsible bidder. Mr. Curran, in accordance with Resolution No. 642, awarded this Decant Facility Improvements Project to McClure and Sons, Inc. in an amount totaling \$93,196.55, including Washington State Sales tax.

Following discussion, by motion passed unanimously, the Board of Commissioners ratified the General Manager's action awarding the Decant Facility Improvements project to McClure and Sons, Inc. for an amount totaling \$93,196.55, including Washington State Sales tax.

**d.) Developer Extension Applications**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of two Staff reports regarding Developer Extension Agreements for the plat of Appletree, Div. 9 and the 51<sup>st</sup> Avenue at 126<sup>th</sup> Street Short Plat development projects.

Appletree Div. 9 is a subdivision of a tract of land adjacent to the plats of Appletree 5, 7, and 8. It is a 16 lot subdivision that will drain to the Everett Sewer Basin. The Developer is Gordon Reykdal.

The 51<sup>st</sup> Avenue at 126<sup>th</sup> Street Short Plat development is on the southwest corner of the tee intersection of 51<sup>st</sup> Avenue SE and 126<sup>th</sup> Street SE. This development is an existing

two lot short plat that requires a developer extension agreement as the project will need to construct a new sewer stub from the District's sewer facilities in 51<sup>st</sup> Avenue SE, perpendicular to the existing platted lot. The Developer is Gordon Reykdal.

Mr. Gilmore recommended the Commissioners accept and execute these two DEA's. Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed the DEA for the plat of Appletree Div. 9 and the DEA for the 51<sup>st</sup> Avenue at 126<sup>th</sup> Street Short Plat development project.

## **5.) INTER-AGENCY REPORT(S)**

### **a.) King County Wastewater Treatment Division Analysis**

Mr. Curran reported to the Board of Commissioners that the King County Wastewater Treatment Division (WTD) staff and District staff are continuing to discuss terms of the proposed Wastewater Service Agreement analysis. He advised this work effort would cost the District approximately \$25,000.00 to study issues pertaining to the District turning flows south to be transmitted to Brightwater Treatment Plant. By motion passed unanimously, the Board authorized the General Manager to proceed with this matter and to enter into an Agreement with WTD for this work in an amount not to exceed \$25,000.00 as the proposed study was projected to cost 50,000 and WTD had offered to pay for half of its cost.

### **b.) CWSA Annual Meeting at SLWSD on June 18, 2014**

Mr. Curran reported to the Board of Commissioners that the CWSA Annual Meeting and Dinner will be held at the District on Wednesday, June 18<sup>th</sup>, in the Commissioner's Conference Room. Guests will begin to arrive at 6:00 p.m., dinner is served (buffet style) at 6:30 p.m., with the meeting to follow.

## **6.) STAFF REPORTS**

### **a.) District Engineer:**

Mr. Gilmore reminded the Commissioners that Commissioner Backstrom, District Facilities Manager Walt Robison and he attended the National AWWA ACE 14 Conference in Boston, MA. He reported the learning and networking opportunities while there, particularly for Walt Robison, were worth the trip.

### **b.) Finance Manager:**

Mr. Nelson reported he and other District staff visited with Lake Stevens Sewer District staff and observed the check scanning process they have with Columbia Bank. It looked good and Mr. Nelson expects Columbia Bank to now submit a proposal for banking services to the District.

Mr. Nelson advised the District has received a proposal for arbitrage evaluation of the District's 2010 Bond issue. He will review this proposal and report back to the Board.

Mr. Nelson advised that the State Local Government Investment Pool (LGIP) is issuing a new prospectus. The District places money with this Pool. One of the requirements of the new prospectus is that the Commissioners read and understand the prospectus. Staff is

preparing to present this prospectus and a resolution addressing these requirements at the next Commissioners' meeting.

**c.) Attorney:**

No Further Report.

**d.) General Manager:**

Mr. Curran presented a verbal summary to the Board of Commissioners of a letter received from Alderwood Water & Wastewater District, written on behalf of the Alderwood Board of Commissioners, to the Board of Registration for Washington State Board of Engineers and Land Surveyors regarding proposed WAC 196-29-105 & 110; Land Surveying Practice standards, for their review. He requested authority to write a letter to the Board of Registration for Washington State Board of Engineers and Land Surveyors, regarding proposed WAC 196-29-105 & 110 expressing reservations about enacting this proposed WAC. The Commissioners authorized and directed Mr. Curran to write this letter.

Mr. Curran reported District Field Crew supervisors interviewed three applicants for District Seasonal workers positions. The District is hiring three new Seasonal workers for this summer. Mr. Curran advised the District advertised for a new Utility Maintenance Worker 1 position and is going through a selection process to hire one full-time addition to staff.

Mr. Curran distributed a new Proposal and Contract for Engineering Services signed by Gray & Osborne for review by the Commissioners. This Contract will be presented to the Commissioners for their consideration at the meeting of June 26, 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 long term contract with the City of Everett. 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 5:55 p.m., Commissioner Backstrom advised that the Executive Session would be concluded at 6:05 p.m. The Executive Session concluded at 6:05 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 June 12, 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 June 12, 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 June 26, 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 26<sup>th</sup> day of June 2014.

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

  
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Rod Keppler, Secretary