

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

August 28, 2014

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on August 28, 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 August 14, 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	.08-055-.08-084	\$269,199.68
Sewer Maintenance	743 5418666	.08-018-.08-023	52,575.94
Sewer Capital Improve.	743 5448666	.08-003-.08-003	97,527.63
Water Capital Improve.	743 5468666	.08-006-.08-007	58,246.82
Revolving Check Fund		3558 - 3579	6,456.00
<b>Total Warrants</b>			<b>\$484,006.07</b>

b.) **2016 Public Works Trust Fund Loan**

Mr. Curran presented a verbal summary to the Board of Commissioners of an email received regarding the 2016 Public Works Trust Fund Loan (PWTF)), for their review. They informed the District that the project submitted is included among the list of projects the Public Works Board is recommending to the Legislature and Governor for financing. The Legislature must approve the list and appropriate funds before financing can happen. A Regional Service Coordinator will contact District staff in the near future to verify and confirm the project scope and financing plan.

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 Change Order No. 1 regarding the Reservoir No. 2 Improvement project, for their review. The Contractor has returned operational control of the reservoir structure to the

District as the structural and access improvements have been made and the interior coating system is in place and tested. Some work on the electrical and telemetry elements for project acceptance has yet to be concluded, but is in progress.

The Contractor has passed the integrity testing of the final coat and completed disinfection of the interior tank. The exterior painting is progressing with the mural installation completed and protected with a clear cover coating. The final top coat on the roof was completed on Tuesday and the roof clear coat will be completed as weather will allow. The District will bring the tank back online and return it to operational status following acceptable purity test results.

Two cost change items, previously discussed with the Board, were brought to the Board as Change Order No. 1, and if accepted, will be included in the final pay estimate anticipated for the first or second Board meeting in September. These items, for the Contractor's use of District power instead of additional onsite generators (noise reduction to neighbors) and the District's acceptance of a Contractor proposed alternative handrail design, both result in credits to the District totaling \$6,341.37. Staff requested the Board approve Change Order No. 1 and authorize the General Manager to execute the Change Order when signed and received by the Contractor.

Following discussion, by motion passed unanimously, the Board of Commissioners approved Change Order No. 1 and authorized the General Manager to execute Change Order No. 1 when received from the Contractor.

**b.) AWWD Intertie-Master Meter No. 10**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the AWWD Intertie-Master Meter No. 10 project, for their review. The 12-inch mainline and all control valves have been installed from the Bothell-Everett Highway through the 156<sup>th</sup> Street corridor, to Mill Creek Blvd. Following testing and purity confirmation, the Alderwood system has been placed online, except for the connection to the Master Meter vault. The vaults and electrical rack work is in progress, with the installation of the conduit banks completed. The fabrication of the electrical rack is in progress. All work in the Library Parking area is installed, with minor curbing and drainage improvements to follow.

Discussions with Alderwood on final meter configuration and operational concerns are continuing. District staff will report to the Board if a significant change from the District's designed project is selected by Alderwood.

**c.) Developer Extension Agreement-Tanison Meadows (Boundary Line Adjustment)**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report, a letter from Harbour Homes, and a Draft Extinguishment of Easement document, regarding the Developer Extension Agreement for Tanison Meadows Plat Boundary Line Adjustment, for their review. This project is located on 117<sup>th</sup> Street SE, adjacent to 51<sup>st</sup> Avenue SE. This project, under a DEA, extends the sewer main to new revised lot line configurations. The sewer in the easement serving the former lot configuration has been removed and the developer requested abandonment of the easement over the removed

line. The District received the recorded easement for the new sewer alignment and has no need now, or in the future, for the easement being requested for abandonment. Staff requested the Board approve the request to abandon the easement and to authorize the General Manager to execute the extinguishment of easement document.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the request to abandon the easement, and authorized the General Manager to execute the Extinguishment of Easement document.

## **5.) MAINTENANCE AND OPERATION REPORT(S)**

### **a.) 2013 Snohomish County Overlay Project**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding the 2013 Snohomish County Overlay Project, for their review. The District supplied new sewer castings to replace the older style castings in all of the overlay areas. As in previous years, the water castings were replaced as needed. District crews have inspected the water valve box and sewer manhole adjustments made by Quilceda Paving for this Overlay project. All adjustments made are satisfactory and show good workmanship. A total of 32 Sewer Manhole Castings and 41 Water Valve Boxes were adjusted to grade. The actual unit price extension resulted in a slightly lower cost to the District compared to the contractor's bid proposal that estimated 35 Sewer Manholes and 55 Water Valve Boxes that were to be adjusted.

District staff requested the Board accept this project as complete and direct staff to complete the Public Works Project Completion documents and release the retainage when the Notice of Completion documents are satisfied.

Following discussion, by motion passed unanimously, the Board of Commissioners accepted the 2013 Snohomish County Overlay project as complete and directed staff to complete the Public Works Project Completion documents and release retainage when the executed Notice of Completion documents are received.

### **b.) Water Main Shutdown-Sieloff Email Communication**

Mr. Curran presented a verbal summary to the Board of Commissioners of an email communication received from a District customer (Sieloff), his response email, and attached Timeline of Events for the 16" Water Main Shutdown that took place during the week of August 11, 2014, for their review.

### **c.) District Truck Accident & Incident Report**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report and attached Incident Report regarding a traffic accident involving a staff member driving a District vehicle (2000 Ford F-250 Standard Cab), east of the intersection of Puget Park Drive and Snohomish Cascade Drive, for their review. Mr. Robison and Mr. Berger responded to the scene and called 911. A Sheriff responded to the scene. No injuries were sustained in this collision and no tickets or citations were issued. Another vehicle received extensive damage and the District's vehicle received extensive front end damage.

WCIA Insurance Pool was notified of the incident. The owner of the other vehicle contacted the District and requested the contact information for the District's insurance provider, which was provided to him.

**6.) INTER-AGENCY REPORTS**

**a.) Potential Snohomish County Action to Change Zoning at Property 41<sup>st</sup> & 148<sup>th</sup>**

Mr. Curran presented a verbal summary to the Board of Commissioners of a notification received from Snohomish County of proposed land use changes that may affect the District's property located at 41<sup>st</sup> & 148<sup>th</sup>, for their review.

**b.) Asbestos Testing at 132<sup>nd</sup> Street Facility**

Mr. Curran presented a verbal summary to the Board of Commissioners of a District letter (August 15, 2014) sent to Mr. Ken Armstrong, City Manager/Mill Creek, and email communications from Mr. Ken Armstrong and Mr. Tom Gathmann regarding Asbestos Testing at the District's Office building located at 2210-132<sup>nd</sup> Street SE. On August 19, 2014, Mr. Armstrong confirmed receipt of the District's letter stating he was comfortable with, and agreeable to, the conditions outlined in the letter and would confirm with Mr. Gathmann upon his return to the office on August 25, 2014.

Mr. Gathmann's email response (August 28, 2014) provided the District with the results of the asbestos survey completed by Mr. Steve Zhang, owner of Seattle Asbestos Test, LLC. Mr. Zhang does have AHERA certification. A total of 44 samples were taken. No asbestos was found. The total cost is \$1,450.00 plus tax and the City requested reimbursement for one-half of the final cost paid by the City for this service.

**7.) STAFF REPORTS**

**a.) District Engineer:**

No Further Report.

**b.) Finance Manager:**

Mr. Nelson reported on District Shut-off day this week. One employee had intermittent communication failure with his cell phone so he never received information for customers to be turned back on because the customer had paid. Fail-safe processes at the office uncovered these communication failures and ultimately each customer's water was turned on, though not within the normal performance time.

Mr. Nelson further stated that the new District practice to send letters to customers whose billing records show a possible leak resulted in a couple thanking the District for calling their attention to an expensive leak they have had for some time.

**c.) Attorney:**

No Further Report.

**d.) General Manager:**

Mr. Curran shared with the Commissioners a letter from a customer, Terrie Porter, complementing District staff for its Customer Service efforts on her behalf.

Mr. Curran advised the Commissioners that Mr. Brad Nelson had been nominated to serve on the HRA VEBA Board of Trustees. Mr. Curran advised that as the authorized representative of the District he was going to vote for Mr. Nelson.

Mr. Curran reported that WASWD has chosen State Representative Derek Stanford as an Outstanding Legislator for 2014, in appreciation of his leadership and support for legislation, and advancing and protecting the interests of constituents served by Washington's water-sewer districts. Representative Stanford represents constituents that reside in areas of Alderwood Water and Wastewater District, Cross Valley Water District, Northshore Utility District, and Silver Lake Water and Sewer District. AWWD intends to present a plaque to Mr. Stanford commemorating this award at one of its September meetings. All Commissioners and any staff of the District are invited to attend.

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, 42.30.110 (1) (i) regarding potential litigation regarding such property, 42.30.110 (1) (i) regarding potential litigation involving a long term contract with the City of Everett, and 42.30.110 (1) (i) regarding a Snohomish County Road Widening project. 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.

Following discussion of various matters, the Board of Commissioners directed Mr. Curran to work with Snohomish County representatives regarding their efforts to acquire from the District road right-of-way on Seattle Hill Road along the property at the former Remlinger Lift Station site.

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

**This ends the Minutes of the August 28, 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 August 28, 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 September 11, 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 11<sup>th</sup> day of September 2014.

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

  
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Rod Keppler, Secretary