

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

September 25, 2014

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on September 25, 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 District Engineer Rick Gilmore; 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 September 11, 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	.09-037-.09-072	\$252,949.02
Sewer Maintenance	743 5418666	.09-010-.09-016	19,912.43
Sewer Capital Improve.	743 5448666	.09-002-.09-002	304.29
Water Capital Improve.	743 5468666	.09-004-.09-006	44,347.27
Revolving Check Fund		3597 - 3620	4,329.00
<b>Total Warrants</b>			<b>\$321,842.01</b>

b.) **PWTF Loans Contract Amendments**

Mr. Curran presented a verbal summary to the Board of Commissioners of two Amendments received from the State of Washington Department of Commerce regarding the modified PWTF loan repayment date to the loan agreements, for their review. The Amendments modify the annual repayment date from July 1, to June 1. They stated this action is being taken at the direction of the legislature and the Office of Financial Management, to better align the billing and budget projections with the State's biennial budget cycle.

The Department of Commerce requested the District sign and return both copies of the amendment no later than November 14, 2014. Following discussion of various matters, by motion passed unanimously, the Commissioners directed staff to abide by the payment schedules set forth in the agreements with the Department of Commerce.

#### **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 revised Pay Estimate No. 6 and corrected Public Works Completion Form regarding the Reservoir No. 2 Improvement project, for their review. The Board authorized Final Pay Estimate No. 6 at a prior Board meeting. An internal review of the pay estimate by Gray & Osborne discovered an inadvertent over payment on one pay item. This has been corrected and the Contractor will be providing a reimbursement to the District in the amount of \$4,418.98, which includes the calculated Washington State Sales Tax of 9.5%. Staff requested the Board approve revised Pay Estimate No. 6.

Following discussion, by motion passed unanimously, the Board of Commissioners approved revised Pay Estimate No. 6.

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

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the Alderwood Water & Wastewater District (AWWD) Intertie-Master Meter No. 10 project, for their review. The designed underground facilities have all been installed. The Meter Vault for AWWD is installed except for their standard Siemens meter; the meter has been ordered and will be placed upon arrival.

AWWD did not accept the Silver Lake Water and Sewer District (SLWSD) proposed meter built to AWWD standards, but with HART protocol to allow continuous remote read by SLWSD of the AWWD meter. Staff determined that having this remote reading capability is necessary for consistency with the meter tabulations and record keeping. The District's contractor, Taylor's Excavators, has been asked to provide cost estimates for the modification of the designed meter installation and the installation of a separate SLWSD 8-inch Foxboro meter with HART protocol read. This cost information, when determined, will be included in the District's request for a change order to the project for the SLWSD meter installation which will be brought to the Board for approval.

##### **c.) Decant Facility Report**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the Decant Facility project, for their review. MSI installed two decant holding vaults and has provided ballast and backfill of the excavation pit to its subsurface elevation, awaiting final grade rock and paving. The drain pipe from the decant disposal pit through the new vaults and tying the overflow to the existing detention pond has been installed. The water service and yard piping have been extended and the remaining work is awaiting the delivery of the slide gates, that when installed, will separate the disposal pit from the new decant facilities. Paving is yet to be scheduled.

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

##### **a.) Absco Solutions-Access Controls Upgrade/Pricing**

Mr. Curran presented a verbal summary to the Board of Commissioners of a letter and pricing summary received from Absco Solutions regarding updating the District's

existing access control systems, for their review. Pricing is as follows: Administration Building (\$76,241.20), Reservoir No. 2 (\$26,941.66), Reservoir No. 3 (\$27,324.78), Reservoir No. 4 (\$44,339.79), totaling \$174,847.43. The pricing is based on Silver Lake Water and Sewer District providing the Access Control System Server and all POE switches. All work done by Absco Solutions, including the new control panels, will have a one year parts and labor warrantee, and there are no recurring licensing fees for any of the software provided by Absco Solutions. Staff recommended the Board of Commissioners approve the District's access control systems to be updated by Absco Solutions at a total cost of \$174,847.43 plus Washington State Sales Tax.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the security renovation to be completed by Absco Solutions, at a total cost of \$174,847.43 plus Washington State Sales Tax.

**b.) Surplus Damage Vehicle No. 23 (2000 F-250)**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding Surplus Damage-Vehicle No. 23 (2000 F-250 RC), for their review. This vehicle was damaged in an auto accident on August 25, 2014. It was previously determined to be surplus in late 2014 or early 2015, for consideration of a new replacement vehicle for the Station crew. This vehicle has the highest mileage of all District vehicles, registering at 128,841. Staff believes the surplus value at the Murphy's Kenmore Auction would be approximately \$3000.00.

Mr. Robison spoke to WCIA regarding the damaged vehicle and they stated it's the District's decision to determine whether this vehicle is to be repaired or salvaged. The damage to the vehicle has been valued at \$5,496.05, minus the District's deductible of \$1,000.00. The District received a check from WCIA on Tuesday, September 23, 2014, in the amount of \$4,496.05. Staff recommended totaling the vehicle as the District will collect additional funds to put towards a new vehicle. Staff will request WCIA assist in disposing of the vehicle, and request that the funds from the sale are sent to the District.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the 2000 F-250 RC to be totaled to collect additional funds to put towards a new vehicle for the Station crew.

**6.) INTER-AGENCY REPORTS**

**a.) AWWD Update-Clearview Master Meter Dispute with City of Everett**

Mr. Curran presented a verbal summary to the Board of Commissioners of a letter received by AWWD regarding an update on the Clearview Master Meter Dispute with the City of Everett, for their review. This letter was to inform Clearview partners of the estimated refund amounts at various levels of master meter error, and also to establish a common understanding about how any refund would be divided among the three Clearview partners.

**b.) HRA VEBA Replacement Trustee Election**

Mr. Curran presented a verbal summary to the Board of Commissioners of an email received from Mr. Doug Detling, Chairman of HRA VEBA Trust, for their review. Mr.

Detling thanked Mr. Nelson for agreeing to be a part of the recent replacement trustee election process. Mr. Nelson was one of four qualified candidates placed on the ballot, and although he was not the successful candidate, they thanked him for his willingness to participate.

**7.) STAFF REPORTS**

**a.) District Engineer:**

No Report.

**b.) Finance Manager:**

No Report.

**c.) Attorney:**

No Report.

**d.) General Manager:**

Mr. Curran reported District staff has finished their selection process for the District's GIS Administrator Position. Mr. Chad Phelan was offered and has accepted this position. His first day of work will be Tuesday, November 4, 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, and 42.30.110 (1) (i) regarding 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 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 September 25, 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 September 25, 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 October 9, 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 9<sup>th</sup> day of October 2014.

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

  
Bill Anderson  
~~Rod Keppler~~, Secretary