

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

October 9, 2014

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on October 9, 2014, beginning at 5:30 p.m., at the District Administration Building. Attending were Commissioners Bill Anderson and Anne Backstrom. Commissioner Keppler was excused. 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 25, 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	.10-001-.10-041	\$67,293.62
Sewer Maintenance	743 5418666	.10-001-.10-009	585,908.20
Water Capital Improve.	743 5468666	.10-001-.10-003	8,517.58
Revolving Check Fund		3621 - 3630	31,917.01
Total Warrants			\$693,636.41

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

a.) **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 Meter vault for AWWD is installed, except for their Standard Siemens meter. This meter will be different from the designed meter and the order has been placed and installation will follow the arrival of the meter. This meter revision is part of the change order to install a separate SLWSD meter with the standard HART protocol that allows continuous read of the meter through the telemetry system. The cost for the change order work in modifying the meter configuration is still being defined and will be presented to the Board when finalized. The site concrete and setting of the electrical control rack is proceeding and final paving will follow installation of the new SLWSD Meter manhole. The Foxboro meter will be installed in the meter manhole following delivery.

b.) 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 all of the identified improvements and paving was scheduled and completed on Tuesday of this week. The Slide Gates have been installed and have separated the disposal pit from the new Decant Facility vaults. Completion of the platform grating, installation of the davits for the safety lifts, and site restoration work items will finalize the project.

5.) STAFF REPORTS

a.) District Engineer:

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report and Site map regarding a Developers Extension Agreement for Willis Tucker Park. The location of this project is at Willis Tucker Community Park at the eastern end of the park located between Cathcart Way and Puget Park Drive; east of the Baseball fields. It will be a water and sewer extension project that will serve a restroom and picnic area in the off-leash dog walk area of the park. The Developer is Snohomish County.

The agreement terms for insurance differ from the District's standard DEA language because Snohomish County is self-insured. These terms are copied from the recent Tambark Creek Community Park Developer's extension by the County. These terms were negotiated by the County's Risk Management Department and Mr. Milne. The Willis Tucker DEA has the General Manager of SLWSD listed as the designated signatory for the District. Staff requested the Board approve the Developer Application and consider authorizing the General Manager to execute the contract documents for this agreement when received.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the Developer Application and authorized the General Manager to execute the contract documents as amended for the Developer Extension Agreement for Willis Tucker Park.

b.) Finance Manager:

No Report.

c.) Attorney:

Mr. Milne reported he has been invited to join other attorneys and staff of other Districts to discuss assumption issues prior to the next Washington State Legislative session.

d.) General Manager:

Mr. Curran gave a verbal report to the Board of Commissioners regarding an email he received on October 8, 2014, from Mr. Galen Page with Page and Beard, regarding future expansion options for the District's Headquarter Site. Mr. Page stated the District has a lot of options to consider for expansion, and suggested starting this process by putting together a program and needs analysis to define and prioritize the District's current and future goals and space requirements keeping in mind to incorporate the conditions of the original CUP and other site limitations when considering the best options. Mr. Page stated they have some time available to meet to have a constructive discussion regarding

future expansion and reorganization options with District staff if interested. Following discussion, by motion passed unanimously, the Board of Commissioners authorized Mr. Curran to begin discussions with Page & Beard regarding Headquarter Site improvements.

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 announced that the Executive Session would be concluded at 6:05 p.m. At 6:05 p.m., at the direction of Commissioner Backstrom, Mr. Milne publicly announced that the Commissioners would continue to meet in Executive Session until 6:20 p.m. The Executive Session concluded at 6:20 p.m. and the open public meeting reconvened.

By motion unanimously approved, the Commissioners directed Mr. Curran to proceed with a contract amendment with Gray & Osborne for completion of the wetland report and preparation of an application to Snohomish County for a wetland certification relating to the District's real property located at 148th Street SE and 41st Avenue SE.

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

This ends the Minutes of the October 9, 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 October 9, 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 23, 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 23rd day of October 2014.

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



Rod Keppler, Secretary