

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

November 25, 2014

The special meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on November 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, 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. The purpose of the meeting was to consider all business that may come before the Board.

- 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 November 13, 2014 were approved by Commissioners present for that meeting 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	.11-058-.11-088	\$38,884.90
Sewer Maintenance	743 5418666	.11-017-.11-027	38,710.74
Sewer Capital Improve.	743 5448666	.11-005-.11-007	70,262.23
Water Capital Improve.	743 5468666	.11-003-.11-006	71,116.90
Revolving Check Fund		3680- 3695	20,183.57
<b>Total Warrants</b>			<b>\$239,158.34</b>

b.) **Sign Resolution No. 707**

Mr. Curran presented a verbal summary to the Board of Commissioners of Resolution No. 707 regarding authorizing the establishment of the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association (HRA VEBA) plans, and providing for payment of health insurance premiums for full-time employees and Commissioners of the District, and repeal Resolution No. 698.

Following discussion, by motion passed unanimously, the Board of Commissioners adopted and executed Resolution No. 707 stating there shall not be less than two plans or policies for medical/hospitalization insurance coverage be provided to District employees, Commissioners, and their dependents; and the District will provide \$2,215.00 per month to each employee to pay for medical, dental, and vision insurance coverage. If staff selects coverage that costs less than the monthly stipend amount provided by the

District, 75% of the remaining amount will be deposited to their HRA VEBA account. Should the cost of such health care plan or policy exceed the amount paid by the District, the employee or Commissioner must cover the excess cost through personal funds to obtain the insurance coverage selected by said employee or Commissioner. Resolution No. 698 was repealed.

#### **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 designed underground facilities have all been installed. The Siemens meter for AWWD is to be installed in the meter vault this week. AWWD staff has provided their program input to the panel manufacturer for the AWWD panel, and the shop test is scheduled for December 2, 2014. Following the shop test confirmation, the panel will be delivered to the site for mounting and field wiring. Field testing, including flowing water for the meter and control valve adjustments, is tentatively scheduled the second week of December. The Contractor has completed the rack roofing and gutters, and final curb layout is confirmed with the City of Mill Creek and will be installed when weather allows. Final site grading and landscape elements will follow.

##### **b.) Decant Facility Report**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report and attached Gray & Osborne Final Progress Payment Request No. 1 regarding the Decant Facility Improvements project, for their review. MSI has installed all of the identified improvements for this project. The final site inspection with Snohomish County is scheduled for Thursday, November 20<sup>th</sup>. Staff requested the Board review, and if acceptable, approve the Final Progress Payment Request No. 1 and direct staff to process a payment to McClure and Sons, Inc. Staff also requested the Board accept the Decant Facility Improvements work as complete and direct staff to begin the State public works project closeout procedures for the approval of release of retainage.

Following discussion, by motion passed unanimously, the Board of Commissioners approved Final Progress Payment Request No. 1 and directed staff to process a payment to McClure and Sons, Inc. in the amount of \$95,920.13. The Board also accepted the Decant Facility Improvements work as complete and directed staff to begin the State public works project closeout procedures for the approval of the release of retainage.

##### **c.) Developer Application Agreement**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report and site map regarding a Developer Extension Agreement for Crestview Village. The project is two existing parcels immediately adjacent to the East boundary of District Property located at 2210-132<sup>nd</sup> Street SE (the old office site). It is a proposed project that will extend water and sewer mains to the new plat of Crestview Village, a 25 lot subdivision. The Developer is the Taylor Group, under Crestview Village 24, LLC.

Following discussion by motion passed unanimously, the Board approved the execution of the Developer Extension Agreement for the plat of Crestview Village.

**5.) MAINTENANCE & OPERATIONS**

**a.) Staff Report-GIS Administrator Office Renovation**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report presenting Kassel Construction's Scope of Work, an attached email from Mr. Matt Vernon (Kassel Construction), and a Kassel Construction Small Works Project Bid regarding the new office setup for the GIS Administrator, for their review. Staff is planning to have the open area next to the District Engineers office enclosed to make a new office for the GIS Administrator. District staff requested Kassel Construction assess the open area and provide the District with a price to do the construction for the new office. The District has requested all work to be done in a weeks' time.

Staff requested the Board of Commissioners authorize Kassel Construction to proceed with the Scope of Work (minor demolition /renovation to facilitate new work; frame walls and install hollow metal jamb, door, and hardware; add new tee and diffuser at ceiling and renovation associated; install rubber base furnished by SLWSD; Paint all of the above with SLWSD furnished paint; glazing as required; clean up, paperwork, and management for the above listed). All listed within the Scope will be Time & Materials, not to exceed \$16,629.00 as documented and agreed upon daily with a SLWSD representative. Staff requested the Board of Commissioners authorize Kassel Construction to proceed with the Scope of Work items.

Following discussion, by motion passed unanimously, the Board of Commissioners authorized Kassel Construction to perform the work for the new office area for a price not to exceed \$16,629.00.

**b.) Staff Report-Snohomish County Overlay Project**

Mr. Curran provided a verbal summary to the Board of Commissioners of a Staff report regarding the 2014 Snohomish County Overlay Project, for their review. District crews inspected the Water Valve Box and Sewer Manhole adjustments made by Dependable Contracting for this project. All adjustments made are satisfactory and show good workmanship. A total of 16 Sewer Manhole Castings and 58 Water Valve Boxes were adjusted to grade by Dependable Contracting. The actual unit price extension resulted in a higher cost compared to the bid proposal that estimated 12 Sewer Manholes and 56 Water Valve Boxes that were to be adjusted; this was due to Snohomish County including 180<sup>th</sup> Street as part of the 2014 Snohomish County Overlay Project at a later time. Dependable Contracting honored the per-unit cost for the additional valve and manhole adjustment work on 180<sup>th</sup> Street and additional costs were incurred for the permits and traffic control. Staff requested the Board of Commissioners accept the 2014 Snohomish County Overlay Project as complete and directed staff to submit the Public Works Project Completion documents for the release of retainage when all of the Notice of Completion documents are satisfied.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the 2014 Snohomish County Overlay project as complete and directed staff to submit the Public Works Completion documents for the release of retainage when all of the Notice of Completion documents are satisfied.

**c.) Dimensional Communications, Inc. - 80" Display/Automated Mount**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Scope of Work that was submitted to SLWSD by Dimensional Communications, Inc. regarding a new 80" Sharp Display and recessed automated articulating mount for the Commissioner's Conference Room, for their review. The cost for this system is \$12,499.00 not including Washington State Sales Tax. This cost will cover a Sharp LC80UQ17U 80" Display with a 2-year extended warranty; Chief PXRUB Electric-Automated Large Display Articulating Wall Mount; Chief PAC502 Back Box for flush mounting the PXRUB; Extron Professional 50' HDMI Cable; update Control System to integrate the new display; miscellaneous cable and connectors; installation, programming updates, testing and commissioning.

Following discussion, by motion passed unanimously, the Board of Commissioners accepted the Dimensional Communications, Inc. proposal for the above Scope of Work in an amount not to exceed \$12,499.00 plus Washington State Sales Tax, and authorized the General Manager to execute the proposal.

**6.) INTER-AGENCY REPORTS**

**a.) Clearview-Everett Master Meter Issues**

Mr. Curran presented a verbal summary to the Board of Commissioners of a copy of a November 6, 2014 AWWD memo regarding results of the Volumetric Test at the Clearview Pump Station, for their review.

The Clearview Water Supply Agency (CWSA) performed a Volumetric Test with the observation of the test by the City of Everett. The CWSA Reservoir experienced no measurable significant drop in level between Tuesday evening and Wednesday morning during the isolation period, demonstrating the system is tight and leakage is not a factor for this test.

The Clearview system began pumping water into the Reservoir at approximately 8:30 a.m. on Wednesday, October 22, 2014, and the system ran until approximately 9:00 p.m. this same day. During that period, the isolated Reservoir gained 25' 1" depth, corresponding to 5.01 million gallons.

The Insertion Meter at Bickford Avenue installed in 2014, registered 4.83 million gallons during the period of pumping or 3.65% below the calculated Reservoir volume of 5.01 million gallons. The Propeller Meter at the Clearview Pump Station (the current billing meter) registered 5.55 million gallons during the period of pumping or 10.66% above the calculated Reservoir volume of 5.01 million gallons.

Everett representatives expressed concern about the accuracy of the new Insertion Meter. Paul Richart, an AWWD engineer, reviewed the design drawings and the as-built drawings and found that the inside diameter of the pipe used for the volume of water calculation does not match the actual pipe diameter. The calculations using the correct pipe diameter resulted in the Insertion Meter accuracy within 0.0065 of the volume measured in the volumetric test.

7.) **STAFF REPORTS**

a.) **District Engineer:**

No Report.

b.) **Finance Manager:**

Mr. Nelson presented the Commissioners with their respective paychecks.

c.) **Attorney:**

No Report.

d.) **General Manager:**

No Report.

The General Manager requested an Executive Session to discuss matters pursuant to RCW 42.30.110 (1) (b) regarding the acquisition of real property, and 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 6:10 p.m. The Executive Session concluded at 6:10 p.m. and the open public meeting reconvened.

Following discussion, by motion passed unanimously, the Board of Commissioners authorized staff to proceed with any and all steps, including the use of qualified consultants necessary to complete a due diligence investigation of the Ashford Property to inform the Board regarding purchase of this property.

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

**This ends the Minutes of the November 25, 2014 special 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 November 25, 2014 special 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 December 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 <sup>th</sup> 11 day of December 2014.

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

  
Rod Keppler, Secretary