

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

December 11, 2014

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on December 11, 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 special meeting of November 25, 2014 were unanimously approved as circulated.
- 3.) **FINANCIAL MATTERS:**

a.) **Vouchers and Check(s) Approval:**

Following discussion of various matters, payroll, vouchers, and revolving fund checks were unanimously approved and signed as follows:

<u>Fund</u>	<u>Code</u>	<u>Number</u>	<u>Amount</u>
Water Maintenance	743 5408666	.12-001-.12-049	\$204,397.88
Sewer Maintenance	743 5418666	.12-001-.12-015	610,978.60
Sewer Capital Improve.	743 5448666	.12-001-.12-003	147,813.76
Water Capital Improve.	743 5468666	.12-001-.12-003	88091.85
Revolving Check Fund		3696 - 3711	7,022.43
Total Warrants			<u>\$1,058,304.52</u>

b.) **Staff Report-2015 Utility Rate Forecast**

Mr. Nelson presented a verbal summary to the Board of Commissioners of a Staff report regarding the 2015 Water and Sewer Revenue Forecast, for their review.

c.) **Staff Report-2015 Salary & Wage Forecast**

Mr. Nelson presented a verbal summary to the Board of Commissioners of a Staff report regarding the 2015 Salary & Wage Forecast with an attached 2014 Salary and Survey Update report, for their review.

d.) **Inslee, Best New Fee Proposal**

Mr. Curran presented a verbal summary to the Board of Commissioners of a 2015 – 2016 Fee and Rate Proposal and Agreement for Legal Services from Inslee, Best, for their review. The present rate schedule was approved by the Board of Commissioners in 2011 and was effective for the term of 2012 through 2013; there was not a request for a rate

adjustment for 2014. Inslee, Best respectfully requested the Board approve the following rates and charges commencing January 1, 2015:

Senior Municipal Group Partners	\$295.00 per hour
Junior Municipal Group Partners	\$275.00 per hour
Associates	Regular hourly rates
Non-Municipal Group Partners	10% less than regular hourly rates rounded to the next lowest \$5.00 increment

These rates would remain in effect through the year 2016, would be used for all legal service requested from Inslee, Best, and would not be changed without prior mutual written agreement.

Following discussion, by motion passed unanimously, the Board of Commissioners accepted the Inslee, Best Agreement for Legal Service, effective January 1, 2015 through the year 2016, and authorized the General Manager to execute two original agreements, providing one to Inslee, Best and retaining the other for District records.

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 Siemens Meter for AWWD is installed. AWWD staff provided their program input to the panel manufacturer for the AWWD panel and the shop test was conducted on December 3, 2014. This was delayed one day at AWWD staff request, as they could not witness the test on the December 2nd. Minor corrections were made and the panel was delivered to the site for mounting and field wiring on Friday, December 5th.

Initial field testing, including flowing water for the meter and control valve adjustments, is scheduled for Thursday, December 11th. Formal commissioning tests are yet to be scheduled and will be coordinated with AWWD staff. Completion of the commissioning tests will initiate the 30-day confirmation trial period.

The City of Mill Creek requested modification of the traffic control bollards and identified the location for replacement of the original street access control bollards. The City wants two stationary bollards removed during construction to be replaced with bollards meeting their removable bollard standard. The Contractor has requested compensation for this change not shown on the design drawings; staff is reviewing the Contractor's request and will bring the additional costs as a change order to the Board for consideration.

5.) MAINTENANCE AND OPERATION REPORT(S)

a.) Staff Report-Sewer Incident

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding a Station No. 4 sewer incident, for their review. On November 27th, 2014, at 1:30 p.m., the District's answering service contacted on-call staff informing him that a customer had reported a sewer problem. The customer was contacted and stated there was sewage coming from a manhole just down the easement from the District's Lift Station No. 4 site. Staff inspected the manhole that had liquid flowing out of it, and also inspected the Lift Station noting that Station No. 4 was not running. Two other staff were called in to assist; they cleaned the Station and other staff worked on the pumps until both pumps were running again.

Staff checked the electrical on the Station itself and the alarms, and found the alarm for the emergency high float and high wet well didn't work; but they did work at the site. Wes (Infinium Engineering) checked into the problem with the SCADA alarms and found the problem to be in the PLC Code that had just been installed in the new Telemetry PLC at the Master Computer in the District's office. All alarms were tested and are working.

Approximately 99% of solids were caught by the manhole lid. It was found that several thousand gallons of sewage was spilled.

Mr. Robison called the D.O.E. on November 28th and informed them he had also tried to contact the D.O.H. and Snohomish County, but found both were closed for the weekend. He notified them both on Monday, December 1st. A written report was sent to all of these agencies for their records.

6.) INTER-AGENCY REPORTS

a.) Snohomish County Fleet Services-Rates for 2015

Mr. Curran presented a verbal summary to the Board of Commissioners of a letter received from Snohomish County Fleet Services regarding rates for vehicle and equipment services for the 2015 budget year. The rates are carried over from 2014:

Passenger Car/Light Duty Repair 2015	\$97.50 per hour
Heavy Truck and Equipment Repair 2015	\$117.50 per hour
Small Power Equipment Repair 2015	\$60.00 per hour

b.) 2015 Commissioners' Workshop

Mr. Curran provided a verbal reminder to the Board of Commissioners of the 2015 Commissioner's Workshop that will be held Saturday, January 31st, 2015, at the Lynnwood Convention Center on 196th Street SW in Lynnwood. He requested to know if any Commissioner would wish to attend this year, and if so, he will have staff register each for this workshop. Commissioner Keppler advised he would need to think about it. Commissioners Anderson and Backstrom advised they would attend this workshop.

7.) STAFF REPORTS

a.) District Engineer:

No Further Report.

b.) Finance Manager:

Mr. Nelson advised the Commissioners that an update by Microsoft has resulted in the District's operating system not syncing up with Opus Bank for check scanning. Until the Bank updates its system the District will be hand carrying checks for deposit to the Bank.

Mr. Nelson reported that a customer's property is going through a receivership. The attorney selling the property on behalf of a bank was not acknowledging the priority of the District lien. With the help of Inslee Best filing claims in court the District lien has now been paid in full.

c.) Attorney:

No Further Report.

d.) General Manager:

Mr. Curran reported Rick Gilmore, Eric Delfel and he met with King County Wastewater Treatment Division (WTD) representatives to discuss diverting District sewer flows south to WTD for treatment. Route alignments and cost sharing were discussed. WTD advised they would need further analysis of the issues faced by the parties. A consultant agreement estimated to cost \$150,000 was discussed.

Mr. Curran reported that Page and Beard have suggested the District consider putting additional improvements on the CUP application with the County as future improvements to aid in getting these permitted should the District ever determine to construct such improvements in the future. Following discussion, by motion passed unanimously, the Board of Commissioners authorized and directed the General Manager to initiate the selection process for an Architecture firm to design and build a storage building and new access way to the south end of the District property and related 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, 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 RCW 42.30.110 (1) (g) to review performance of specific employees of the District. 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 6:15 p.m. The Executive Session concluded at 6:15 p.m. and the open public meeting reconvened.

Following discussion, by motion passed unanimously, the Board of Commissioners authorized and directed the General Manager to obtain a survey of the Ashford property.

Following discussion, the Commissioners directed Mr. Curran to prepare a new resolution providing for, and establishing, a new salary table for District employees for Commissioners consideration at their next meeting.

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

This ends the Minutes of the December 11, 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 December 11, 2014 regular meeting of Commissioners, duly adopted at a special meeting of the Board of Commissioners of the District, held at the regular meeting place thereof on December 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 December 2014.

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



Rod Kepler, Secretary