

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

January 8, 2015

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on January 8, 2015, 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.) **ELECTION OF OFFICERS:** Following discussion, by motion made, seconded and carried unanimously, the Commissioners elected Bill Anderson as President, Rod Keppler as Vice President, and Anne Backstrom as Secretary for 2015. Commissioner Anderson then presided over the remainder of the meeting.
- 3.) **APPROVAL OF MINUTES:** The Minutes of the special meeting of December 23, 2014 were unanimously approved as circulated.
- 4.) **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	.01-001-.01-034	\$217,465.69
Sewer Maintenance	743 5418666	.01-001-.01-018	684,269.59
Sewer Capital Improve.	743 5448666	.01-001-.01-003	21,801.10
Water Capital Improve.	743 5468666	.01-001-.01-004	227,708.19
Revolving Check Fund		3736 - 3745	32,444.39
Total Warrants			\$1,183,688.96

- 5.) **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 electrical rack installation and installation of telemetry and power facilities has been in progress since early November 2014 working with PUD, Frontier, and AWWD personnel for coordination and scheduling of the work. This work has advanced and preliminary field testing of connections is complete. The Contractor will begin confirmation tests when AWWD personnel can be scheduled for

coordination of the AWWD vault and rack components of their meter system with the SLWSD confirmation testing of the meter control components in the District's vault and rack panels.

Staff requested the Board review and if acceptable, approve Progress Estimate Request No. 4 in the amount of \$170,800.08. Following discussion, by motion passed unanimously, the Board of Commissioners approved Progress Estimate Request No. 4 and directed staff to process a payment in the amount of \$170,800.08 to Taylor's Excavators, Inc.

b.) Fourth Quarter 2014 Bills of Sale Presentation

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report listing the accepted 4th Quarter Bills of Sale for Developer Extensions, representing \$403,874.18 of utility infrastructure added to the District by Developer contribution, for their review. Following discussion, the Board acknowledged acceptance of the following Bills of Sale:

PROJECT NAME	WATER	SEWER
4th Quarter		
Lexington Park	\$36,484.72	\$44,828.02
Westbrook Run	92,799.40	99,027.79
Silver Lake Ridge	67,746.56	62,987.69
Total Value	\$197,030.68	\$206,843.50

For 2014, the Total Developer Contributed Value for water and sewer facilities added to the District is \$3,856,125.91.

c.) Procurement of Architectural Services for HQ Site

Mr. Curran presented a verbal report to the Board of Commissioners of the procurement of Architectural Services for the District's Headquarter Site. He advised he had used the MRSC Architect roster to satisfy the procurement requirements of Chapter 39.80 RCW. He reviewed the statement of qualifications of various firms and deemed Page and Beard to be the most highly qualified to provide services required by the District to upgrade and expand its Headquarter site located at 15205 41st Ave. SE, Bothell, WA as discussed with the Board. He reminded the Board that Page & Beard has previous experience with construction of the site and experience and knowledge with the Snohomish County Conditional Use process. Mr. Curran requested authority to negotiate a contract with Page & Beard Architects for the required services, including a price for those services, for further Board review and approval. Following discussion, by motion passed unanimously, the Board of Commissioners approved of the selection of Page and Beard and authorized and directed Mr. Curran to negotiate a contract with them for these services.

6.) MAINTENANCE AND OPERATION REPORT(S)

a.) Staff Report-Mini Excavator Bid

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding the Mini Excavator Bid, for their review. The District provided, on the 2015 Equipment Replacement Schedule, a budget of \$82,000.00 for the purchase of a New Mini Excavator. On December 17, 2014, the District advertised in the Herald for bids for the purchase of a New Mini Excavator, and sent bid documents to Hertz Rental and Pape Machinery, Inc. Pape Machinery Inc. submitted two bids; one for a Hitachi model and another for a John Deere model which were opened and reviewed on December 31st 2014.

The lowest bid received was in the amount of \$85,305.30, which is \$3,305.30 over the budget allowance. The total price includes tax and delivery to the District's Headquarter Site.

The District will use AWC and WASWD to advertise the availability of the District's current 2007 John Deere D50 Mini Excavator with a 24" bucket for sale, one month prior to delivery of the New Mini Excavator. If the District receives no bids on the existing excavator, it will be traded in to Pape Machinery, Inc. for a \$40,000.00 credit toward the purchase price of the New Mini Excavator, and be hauled away at the time of delivery of the new unit.

District staff requested that the Board of Commissioners accept the lowest bid from Pape Machinery, Inc. in the amount of \$85,305.30, including tax and delivery costs, allowing the \$3,305.30 budget difference, and to approve and direct staff to move forward with the purchase of the New Mini Excavator.

Following discussion, by motion passed unanimously, the Board of Commissioners accepted the lowest bid from Pape Machinery, Inc. in the amount of \$85,305.30, including tax and delivery costs, allowing the \$3,305.30 budget difference, and approved and directed staff to move forward with the purchase of the New Mini Excavator. The Board of Commissioners further determined the District's 2007 John Deere D50 Mini Excavator with a 24" bucket as surplus property and directed Staff to dispose of it using the process outlined above.

7.) INTER-AGENCY REPORTS

a.) Mill Creek/Silver Lake Letter of Understanding-Property Appraisal

Mr. Curran presented a verbal report to the Board of Commissioners of the Mill Creek/Silver Lake Letter of Understanding regarding the Property Appraisal for the property located at 2210-132nd Street SE.

8.) STAFF REPORTS

a.) District Engineer:

No Further Report.

b.) Finance Manager:

No Further Report.

c.) Attorney:

No Further Report.

d.) General Manager:

No Further Report.

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, 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 6:05 pm, Commissioner Anderson advised that the Executive Session would be concluded at 6:15 pm. The Executive Session concluded at 6:15 pm and the open public meeting reconvened.

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

This ends the Minutes of the January 8, 2015 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

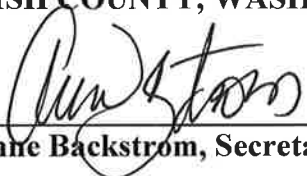
I, the undersigned, Secretary of the Board Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

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 January 8, 2015 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 January 22, 2015, 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 22nd day of January 2015.

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



Anne Backström, Secretary