

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

April 23, 2015

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on April 23, 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 Eric Frimodt with Inslee, Best, Doezie, & Ryder P.S., Attorney for the District.

- 1.) **CALL TO ORDER:** Commissioner Anderson called the meeting to order at 5:30 p.m.
- 2.) **APPROVAL OF MINUTES:** The Minutes of the regular meeting of April 9, 2015 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	.04-041-.04-076	\$167,415.45
Sewer Maintenance	743 5418666	.04-013-.04-021	46,721.17
Sewer Capital Improve.	743 5448666	.04-004-.04-007	5,738.39
Water Capital Improve.	743 5468666	.04-004-.04-007	14,054.44
Revolving Check Fund		3876 - 3905	42,039.29
Total Warrants			\$275,968.74

b.) **Public Hearing- Resolution 711-To Consider Adjustment of 2015 Utility Rates**

Commissioner Anderson announced the purpose of the Public Hearing is to consider adjustment of the 2015 Utility Rates. Commissioner Anderson opened the Public Hearing. Mr. Curran presented, for the record, a copy of the Notice of Public Hearing to be held at the Silver Lake Water & Sewer District's Administration Building on April 23, 2015 at 5:30 p.m., or as soon thereafter as could be heard to consider adjustments to District sewer and water rates that was published in the Everett Herald on April 15, 2015.

Mr. Nelson presented a verbal summary to the Board of Commissioners of a Staff report which presented the following documents for the record: SLWSD GIS Implementation Cost Report, SLWSD 2015 Water & Sewer Revenue Forecast, AWWD/SLWSD Sewage Disposal Rates Letter, AWWD Wholesale Water Rate Calculations, City of Everett 2015 Wholesale Sewer Charge Letter, and Proposed Resolution No. 711 regarding consideration of adjustments of the 2015 Utility Rates, for their review and consideration.

Commissioner Anderson announced they would now receive public comments on the consideration of adjustments to the 2015 Utility Rates. However, there were no members of the public in attendance and no public comments were made to the Board. Commissioner Anderson closed the public comment portion of the Hearing.

Following discussion, by motion passed unanimously, the Board of Commissioners adopted and executed Resolution No. 711 approving the water & sewer rate adjustments for 2015.

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 District has been operating Master Meter No. 10 at a take rate of 300,000 gallons a day beginning March 11, 2015. Since April 7, 2015, staff increased the take, as agreed with AWWD in small step increases of 100 gpm over the prior day, on Tuesday, Wednesday, and Thursday of each week. Today, the take was scheduled to be 1100 gpm from Master Meter No. 10, to reach a rate of 1.6 million gallons per day.

The project's punch list items that remain are being resolved. The Contractor stated his concrete vault repairman had been delayed and this work is not completed. The Contractor understands the District is not submitting a request for project acceptance to the Board until the work is done and AWWD has accepted the completion of their punch list items.

5.) MAINTENANCE AND OPERATION REPORT(S)

a.) Proposed Meeting Time Change-May 14, 2015

Mr. Curran reported to the Board of Commissioners that at the last Board meeting, it was requested that the regular meeting time on May 14, 2015 be changed to 9:00 a.m. this same day. Following discussion, by motion passed 2-1, the Board of Commissioners made the decision to not change the regular meeting time of 5:30 p.m. on May 14, 2015.

6.) INTER-AGENCY REPORTS

a.) Everett Water Storage-Spada Volume/Spada Elevation

Mr. Gilmore presented a verbal summary to the Board of Commissioners of the Everett Water Storage/Spada Volume & Elevation Table, for their review.

b.) Snohomish County Hazard Mitigation Plan

Mr. Curran and Mr. Gilmore presented a verbal summary to the Board of Commissioners of a notice of Public Workshops available to them on April 27th (Everett), April 29th (Mill Creek), and April 30th (Marysville) to learn about the hazards that affect where people work and live, to review the draft Snohomish County Hazard Mitigation Plan and the potential action items to reduce damages in Snohomish County, and to discuss thoughts and ideas about ways to reduce risks from natural hazards.

7.) **STAFF REPORTS**

a.) **District Engineer:**

No further report.

b.) **Finance Manager:**

Mr. Nelson reported staff will work to implement rate increase. The first billing cycle will start in May with the two subsequent cycles starting respectively in June and then July. Mr. Nelson reported on his attendance at the AWWA Financial Management: Cost of Rate-Making Seminar held on April 20 – 22 in Atlanta, GA. He advised of the prevalence of discussions regarding rate making methodologies to address drought situations throughout the Conference.

c.) **Attorney:**

Mr. Frimodt advised that an Assumption Bill has passed this Legislative Session and has been sent to the Governor for signing. Under this Bill, an assumption by a city of all or a part of a water-sewer district will be subject to a referendum process after a city initiates the assumption process. He also reported a Bill to authorize a county utility tax remains alive in the Legislature.

d.) **General Manager:**

Mr. Curran presented a verbal summary to the Board of Commissioners of the WCIA 2015 Annual Review & Audit of April 20, 2015. This visit was to conduct a review of the Personnel & Public Works practices. There were no mandatory requirements generated from this audit.

Mr. Curran reported that the CWSA Annual Dinner Meeting is scheduled for June 17, 2015, at 6:00 p.m., at the Cross Valley Water District.

The General Manager requested an Executive Session to discuss matters pursuant to RCW 42.30.110 (1) (c) regarding real property currently owned by 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 Anderson advised that the Executive Session would be concluded at 6:00 p.m. The Executive Session concluded at 6:00 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 April 23, 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 April 23, 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 May 14, 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 14th day of May 2015.

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



Anne Backstrom, Secretary
Acting