

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

May 28, 2015

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on May 28, 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 Anderson called the meeting to order at 5:30 p.m.
- 2.) **APPROVAL OF MINUTES:** The Minutes of the regular meeting of May 14, 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	.05-056-.05-087	\$175,299.43
Sewer Maintenance	743 5418666	.05-017-.05-028	51,729.69
Sewer Capital Improve.	743 5448666	.05-006-.05-006	227,877.39
Water Capital Improve.	743 5468666	.05-004-.05-005	30,507.43
Revolving Check Fund		3931 - 3964	42,741.36
Total Warrants			\$528,155.30

b.) **Hellam Varon-Financial Statement/Annual Report Letter**

Mr. Curran presented a verbal summary to the Board of Commissioners of a letter regarding the delivery of Financial Statements and the Annual Report for 2014 to the District, for their review. The Annual Report (cover page) was signed and sent electronically with a copy of the Financial Statements and Annual Report to the State Auditor's Office before the deadline of May 30, 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, Gray & Osborne's recommendation for acceptance of the construction as complete and to pay Final Progress Payment Request No. 5, Draft Completion of Public Works Project Form, and DOH Letter of Authorization, regarding the Alderwood Water & Wastewater District (AWWD) Intertie-Master Meter No. 10 project, for their review.

The State Department of Health issued their project acceptance letter for this projects construction and authorized the Master Meter to be actively placed online. The projects initial punch list items have been addressed. A final walk-through with AWWD staff, when scheduled, may identify minor concerns or construction problems that will be addressed to their satisfaction. The projects Performance Bond is in place and will remain in place for a period of two years following the construction acceptance, should some defect materialize during the projects maintenance period.

Staff requested the Board review and if acceptable, approve Final Progress Payment Request No. 5 and direct staff to process a payment to Taylor's Excavators, Inc. as identified. Further, staff requested the Board accept the Master Meter No. 10 Project work as complete and to direct staff to begin the State project closeout procedures to initiate the State approval process for the release of retainage.

Following discussion, by motion passed unanimously, the Board of Commissioners approved Final Progress Payment Request No. 5 and directed staff to process a payment in the amount of \$29,486.16 to Taylor's Excavators, Inc. The Board accepted the Master Meter No. 10 Project work as complete and directed staff to begin the State project closeout procedures to initiate the State approval process for the release of retainage.

b.) Silver Firs & 51st Avenue Sewer Rehabilitation Project-G&O Contract for Services

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report and Gray & Osborne's Scope of Work and Fee Proposal regarding the Silver Firs & 51st Avenue Sewer Rehabilitation Project for their review. This project was presented to the Board for consideration based on the positive experience the District had with the trial of Cast in Place Pipe repair (CIPP) commonly called "Insituform".

The Silver Firs Force Main work is a segment of the force main located on a steep easement of approximately 300 LF in length. A repair was made to this pipe last fall and when the repair was in place a second leak appeared. This leak was repaired as well but the force main is a vital link in the District's station operations and it was determined to investigate a solution without waiting for new leaks to show. The Force Main's upper stretch was isolated from the easement portion and pressure tested without losing pressure. It was determined to repair the easement portion using CIPP. The 51st Avenue 18-inch concrete gravity main receives discharge for the District's L.S. No. 3 Force Main and a recent television inspection of this line shows exposed aggregate and pitting in about 3400 LF of this trunk interceptor, conveying flow to L.S. No. 2. This main is on a very busy road, segments of 132nd Street crossing Seattle Hill Road and down 51st Avenue. CIPP were selected as the best approach for restoration of the existing concrete pipe and prevention of any further deterioration.

The estimated total project cost for these improvements including design, permits, equipment, construction, construction management, and 10% construction contingency is \$480,000.00.

Staff requested the Board review the G&O Scope of Work to design, provide permit assistance, develop bid documents, assist in the bid process, construction management,

construction inspection, and for preparation of record documents and drawings for the identified improvements.

Following discussion, by motion passed unanimously, the Board accepted the Gray & Osborne proposal to perform the services mentioned above for a fee not to exceed \$46,300.00 without prior District written authorization.

c.) Developer Extension Agreements

Mr. Gilmore presented a verbal summary to the Board of Commissioners of two Developer Extension Agreements with attached Project Site Maps, for their review.

Archbishop Murphy High School St. Thomas Chapel Addition will be located on the existing campus of Archbishop Murphy High School, north of 132nd Street SE at 39th Avenue SE. The proposed project is a chapel to be built on campus; however, there is an existing water main in the projects proposed building pad that must first be relocated. This DEA will relocate the water main and provide a new water main easement for this relocation. A portion of the existing water main will be requested for relinquishment at the conclusion of the relocation construction work. Water and sewer service to the new chapel will follow acceptance of the developer extension work. The Developer is North Sound Association.

Gateway Apartments will be located adjacent to 132nd Street SE on the north side and east of 21st Avenue SE. It will wrap around the home immediately north of the Old District Office Site and extend to abut the existing residential properties east of the undeveloped land. This project will provide new water and sewer service connection to 157 multifamily and townhome style units. The Developer is DevCo, Inc. (they have previously developed the Mill Creek Apartments and Hawthorne Apartments).

Following discussion, by motion passed unanimously, the Board of Commissioners accepted and executed the Developer Extension Agreements for the Archbishop High School St. Thomas Chapel Addition and Gateway Apartments.

5.) MAINTENANCE AND OPERATION REPORT(S)

a.) Resolution No. 712-Amending Resolution No. 711

Mr. Curran presented a verbal summary to the Board of Commissioners regarding Draft Resolution No. 712 amending Section 10 of Resolution No. 711 pertaining to water or sewer service outside the District boundaries, and amending a finding of fact set forth at the top of Page 3 of Resolution No. 711 to correct a scrivener's error regarding customer classification and information services, for their review.

Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed Resolution No. 712, amending Section 10 of Resolution No. 711 and amending a finding of fact set forth on Page 3 of Resolution No. 711 to correct a scrivener's error regarding customer classification and information services.

b.) 2015 Aerial Photo Project Status Report

Mr. Curran presented a verbal summary to the Board of Commissioners of a memo regarding a 2015 Aerial Imagery Acquisition Project. The District is participating with numerous other local governments in Snohomish, King, and Pierce County to obtain aerial photographs of each participant's area. The economies of scale have appreciably reduced the costs for each participant as well as improving the product each will receive.

The Table below shows the estimated cost for the District; what will follow is a status report from the Project Manager hired by King County.

Orthophotos	\$5,243.00
Digital Terrain Model/Contours	7,418.00
Estimated Total	\$12,661.00

6.) INTER-AGENCY REPORTS

a.) Annual CWSA Dinner/Meeting Hosted by Cross Valley Water District

Mr. Curran presented a verbal report to the Board of Commissioners of the Annual CWSA Dinner/Meeting that will be hosted by the Cross Valley Water District on Wednesday, June 17, 2015. Doors will open at 5:00 p.m. with the dinner meeting beginning at 6:00 p.m. He inquired if any Board member wished to attend the Annual Dinner/Meeting so he could request staff to RSVP by the deadline date of June 5th, 2015. All three Commissioners advised each would attend.

7.) STAFF REPORTS

a.) District Engineer:

No further report.

b.) Finance Manager:

No further report.

c.) Attorney:

No further report.

d.) General Manager:

Mr. Curran advised the Commissioners in accordance with their direction, District staff has selected Advance Power LLC from the MRSC Small Works Roster to perform the work for the Reservoir No. 4 Cell Tower Power Project in the amount of \$55,128.74 including tax.

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. A motion was made, seconded, and unanimously approved by the Board of Commissioners to convene to an Executive Session to discuss this matter. Before convening to the Executive Session at 5:55 p.m., Commissioner Anderson 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 approved and executed Resolution No. 713, a Resolution declaring certain District real property as surplus, declaring the District's intention to sell the real property at public sale and providing for the publication of notice and intention to sell the real property at public sale, and authorizing the District's General Manager to prepare and execute all documents including newspaper publications, escrow instructions, deeds, and excise tax affidavits for, and related to, the sale of the Property.

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

This ends the Minutes of the May 28, 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 May 28, 2015 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 June 11, 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 11th day of June 2015.

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



Anne Backstrom, Secretary