

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

June 11, 2015

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on June 11, 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 28, 2015 were unanimously approved as circulated.
- 3.) **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	.06-001-.06-037	\$98,980.83
Sewer Maintenance	743 5418666	.06-001-.06-012	597,224.47
Water Capital Improve.	743 5468666	.06-001-.06-003	386,375.74
Revolving Check Fund		3965 - 3983	1,763.50
Total Warrants			\$1,084,344.54

b.) **Notice of Intention to Sell Real Property 148th & 41st**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Notice of Intent to Sell Real Property located at 14815-41st Avenue SE, Bothell, WA 98012. This Notice will be published in the Herald (Everett) on June 18 and June 25, 2015. Additional bid documents, e.g. Title Report, Appraisal, Snohomish County Critical Area Verification letter, will be available for any interested party at District Headquarters. All bids must be filed with the District no later than Tuesday, August 25, 2015, by 2:00 p.m. The appraised value of the surplus property is \$701,000.00 and must be sold for not less than 90% of the appraised value, which is \$630,900.00. Following discussion, by motion passed unanimously, the Commissioners directed the General Manager to negotiate and execute a Marketing Agreement with Colliers to assist the District to sell the surplus property provided it complies with terms outlined by the Commissioners.

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 AWWD Intertie-Master Meter No. 10 Project for their review. The project's initial punch list items have been addressed. The final walk-through with AWWD staff was on Tuesday, June 9, 2015 to confirm completion of the punch list items on AWWD components and on SLWSD components of this Master Meter project. The uncompleted items have been documented and will be scheduled for final correction. The project's Performance Bond is in place and will remain in place for a period of two years following construction acceptance, should any defect materialize during the project's maintenance period.

b.) Headquarter Site Redevelopment-Architect & Engineering Proposals

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report, Page & Beard Project Description, Scope of Work and Professional Services Agreement, and Gray & Osborne's Scope of Work and Fee Proposal regarding the 2015 Headquarter Site Upgrades Project, for their review.

The District has been in discussions with Page & Beard and Gray & Osborne in the development of the final project scope and review of the submitted proposals for the District's requested services. The Architectural scope and proposal is identified in three separate phases and each phase will be performed under a separate not-to-exceed cap identified, that will require the District's written authorization to exceed. This approach was agreed upon as a means of controlling uncertainties that may arise from County review or imposed conditions not fully known at the time. The total of all three phases will be \$250,000.00. The Board of Commissioners questioned this amount.

The civil site work, including design and construction management associated with the architectural improvements, is more readily defined by Gray & Osborne within their Scope of Services and Cost Proposal for design and construction assistance in an amount not to exceed \$40,800.00 without prior written authorization from the District.

Staff requested the Board review the presented Proposal, Scope of Work, and Cost Proposal submitted for Architectural Services by Page & Beard, and the Scope of Work and Cost Proposal submitted by Gray & Osborne for civil site work and construction assistance.

Following discussion, by motion passed unanimously, the Board of Commissioners directed Mr. Curran to search MRSC Rosters Vendor list for qualified Architects with offices in Snohomish County for discussion about doing this work. Following discussion, by motion passed unanimously, the Board approved Gray & Osborne's Scope of Work and Fee Proposal for the design services and permitting, at a not-to-exceed cost of \$40,800.00, without prior written authorization from the District.

5.) MAINTENANCE & OPERATIONS

a.) Trespass at Lowell Larimer No. 1 Lift Station

Mr. Curran presented to the Board of Commissioners a PowerPoint Presentation regarding a recent trespassing incident at Lowell Larimer No. 1 Lift Station, for their

review. He advised District staff have secured the gate with a chain and pruned trees and grasses around the site to make activity there more visible.

b.) 2015 Regional Aerial Imagery Funding Agreement

Mr. Curran presented a verbal summary to the Board of Commissioners of a memo and 2015 Regional Aerials Funding Agreement regarding the 2015 Aerial Imagery Acquisition Project, for their review. The District previously submitted a defined Area of Interest (AOI) and indicated intent to join the project. The estimated cost for the District is: Orthophotos \$5,243.00, Digital Terrain Model/Contours \$7,418.00, with an Estimated Total Cost of \$12,661.00. The Timeline is as follows:

Funding Agreement Published to all Stakeholders	June 8, 2015
Invoices Generated	June 17, 2015
Deadline for Signing of Funding Agreement & Creation of any Counterparts	August 6, 2015
Deadline of Payment	October 2, 2015

Staff requested the Board of Commissioners authorize the General Manager to sign the 2015 Regional Aerials Funding Agreement and requested staff to process an invoice for payment.

Following discussion, by motion passed unanimously, the Board of Commissioners authorized the General Manager to execute the 2015 Regional Aerials Funding Agreement and requested staff process an invoice in the amount of \$12,661.00 for payment.

7.) STAFF REPORTS

a.) District Engineer:

Mr. Gilmore reported on the submission of the proposed boundary line adjustment to the City of Mill Creek for the old headquarter site and outlined the process for this change in boundaries for the two lots this site has.

b.) Finance Manager:

Mr. Nelson reported the District is processing the necessary paperwork to move its banking services from Opus Bank to Columbia Bank with a transfer date of August 1, 2015.

c.) Attorney:

No Further Report.

d.) General Manager:

Mr. Curran presented to the Board of Commissioners for signature Resolution No. 713, which declares certain District real property surplus, and declares the District's intention to sell the real property at Public Sale, and provides for the publication of notice and intention to sell the real property at Public sale, adopted by the Board at its meeting of May 28, 2015. The Commissioners signed Resolution No. 713.

Mr. Curran advised the Commissioners that he would be on vacation beginning June 22 and would return to work on July 6, 2015. He said District staff will prepare and present District matters at the next Commissioner meeting on June 25, 2015 in his absence.

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.

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

This ends the Minutes of the June 11, 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

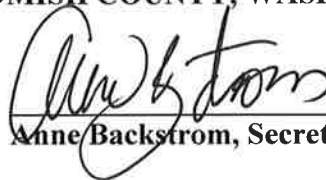
I, the undersigned, Secretary of the Board Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

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 June 11, 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 June 25, 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 25th day of June 2015.

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



Anne Backstrom, Secretary