

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

July 23, 2015

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on July 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 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 July 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:

<b>Fund</b>	<b>Code</b>	<b>Number</b>	<b>Amount</b>
Water Maintenance	743 5408666	.07-036-.07-076	\$284,132.92
Sewer Maintenance	743 5418666	.07-008-.07-020	42,334.11
Sewer Capital Improve.	743 5448666	.07-004-.07-005	7,513.19
Water Capital Improve.	743 5468666	.07-003-.07-007	65,125.17
Revolving Check Fund		4046 - 4078	5,919.78
<b>Total Warrants</b>			<b>\$405,025.17</b>

b.) **Financial Reports-Second Quarter-June 30, 2015 (Pre-closing)**

Mr. Nelson presented a verbal summary to the Board of Commissioners of a Staff report regarding the Second Quarter Financial Reports, June 30, 2015 (Pre-closing), for their review. He advised the Commissioners of the Snohomish County PUD underestimation of the cost to relocate the power by \$3,090.00 due to its incorrect estimate of the vault's voltage. Mr. Nelson presented two change work orders for Advance Power LLC for work dictated by the changes in design by the PUD. The Change Work Orders total \$2,325.00 including tax. He requested the Commissioners approve the Change Work Orders and increase the Project's total estimated costs by \$5,636.00 for a total of \$66,580.00. Following discussion, by motion passed unanimously, the Board of Commissioners approved these two Change Work Orders for Advance Power LLC and increased the total estimated costs for this Project to \$66,580.00.

**4.) CAPITAL IMPROVEMENT PROJECT(S)**

**a.) Silver Acres Water Main Improvements Phase 2 Report**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the Silver Acres Water Main Improvements Phase 2 project, for their review. The District approved scopes of services and design and construction management budgets for Gray & Osborne, for the design and construction management of this project. The work includes 1100 feet of 8-inch water main installation and two side sewer modifications under separate schedules. This project has been posted to the Builders Exchange of Washington Plan Center site, with a bid opening date of August 6, 2015.

**b.) Developer Extension Agreements**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of two Staff reports with attached vicinity maps regarding Developer Extension Agreements for the Plat of L 165-1 Marks (Sewer only) and Coleman PRD Short Plat, for their review.

The Plat of L 165-1 Marks (Sewer only) project is located in Cross Valley Water District (CVWD), adjacent to and northerly of Seattle Hill Road, across from the cemetery property. The proposed project is a revived residential short plat of 15 lots, which first was proposed for development in 2007-2008. The project will receive water service from CVWD and sewer service from SLWSD. A separate Water Extension agreement is in place between the Developer and CVWD for water extension within CVWD territory.

The Coleman PRD Short Plat is located south of 161<sup>st</sup> and north of Strumme Road, adjacent to the west side of Sunset Road SE. It is a proposed residential development of 9 new lots and maintains one existing home as the tenth lot. A DEA was presented to the Board in March as requested by the Developer Prospect Development, LLC. This same development is being presented again due to a change of developer. The new Developer is RM Homes, LLC.

Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed the Developer Extension Agreements for the Plat of L 165-1 Marks (sewer only) and the Coleman PRD Short Plat (water and sewer) projects.

**c.) Headquarter Site Upgrade-Page & Beard Contract**

Mr. Curran presented a verbal report to the Board of Commissioners regarding the Headquarter Site Upgrade project and Page and Beard contract. Following discussion, by motion passed unanimously, the Board of Commissioners authorized and approved Mr. Curran to finalize an agreement with Page & Beard for architectural design and services for the Headquarter Site Upgrade Project.

**5.) INTER-AGENCY REPORTS**

**a.) WASWD Recognition Gift**

Mr. Curran presented a verbal summary to the Board of Commissioners of a second email received from Fanny Yee (NUD) on July 17, 2015, regarding the Assumption Bill that was passed and signed into law that points out the hard work done by Blair Burroughs, the State Association's Executive Director, and Joe Daniels, the State Association's Lobbyist to get this new law adopted. Her email invited contributions from

District Commissioners to enable the presentation of a Gift Card to each at the 2015 WASWD Fall Conference. Following discussion the Board of Commissioners took no action.

**b.) EWUC Water Supply Discussion**

Mr. Curran presented a verbal report to the Board of Commissioners of the special EWUC Meeting he and Mr. Gilmore attended on Wednesday, July 22, 2015, regarding a Water Situation Update and Revised Drought Response Plan.

**6.) STAFF REPORTS**

**a.) District Engineer:**

No further report.

**b.) Finance Manager:**

Mr. Nelson reported to the Board the additional steps to be accomplished to move the District's banking services to Columbia Bank. He also reported that after sending out Notice of Intent to File a Lien for delinquent accounts to 15 District customers, 12 of these were paid. Mr. Nelson reported that rate increase letters were included in billing invoices for Everett customers with very little feedback to date.

**c.) Attorney:**

No further report.

**d.) General Manager:**

Mr. Curran reported to the Board of Commissioners on the Bid Opening held at the District on July 23, 2015, regarding the 2015 Valve & Manhole Grade Adjustments Project. The project was solicited through the MRSC Small Works Roster where eight contractors were chosen to bid this project. Two contractors expressed interest in the project. Quilceda Paving & Construction, Inc. bid submittal totaled \$171,796.74 including tax, and was identified as the lowest responsible bidder for this project. Gray & Osborne's Engineers Estimate was \$125,400.00. Staff recommends the low bid be accepted and to inform Quilceda Paving & Construction, Inc. of the District's intent to award the project upon successful execution of the Contract for Services and receipt of other required documents detailed in the contract documents for this project.

Following discussion, by motion passed unanimously, the Board of Commissioners accepted the low bid of \$171,796.74 provided by Quilceda Paving & Construction, Inc. and requested that staff inform them of the District's intent to award the project to them upon successful execution of the Contract for Services and receipt of other required documents detailed in the contract documents for this project.

Mr. Curran advised the Commissioners it has been decided the three doors behind the clerical work stations in the District front lobby will remain open rather than be closed during the work day with opening by access card entry only. This is in response to the front office staff's expressed concern about safety. Mr. Nelson's office will also be relocated to the conference room just off the lobby so he can be more immediately available when needed by the front office staff.

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 6:40 p.m., Commissioner Anderson advised that the Executive Session would be concluded at 6:50 p.m. The Executive Session concluded at 6:50 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 July 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 July 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 August 13, 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 13<sup>th</sup> day of August 2015.

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

  
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Anne Backstrom, Secretary