

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

August 13, 2015

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on August 13, 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 23, 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:

<b>Fund</b>	<b>Code</b>	<b>Number</b>	<b>Amount</b>
Water Maintenance	743 5408666	.08-001-.08-049	\$206,459.47
Sewer Maintenance	743 5418666	.08-001-.08-010	621,819.73
Sewer Capital Improve.	743 5448666	.08-001-.08-001	11,060.99
Water Capital Improve.	743 5468666	.08-001-.08-002	11,407.63
Revolving Check Fund		4093 -4220	11,918,493.51
<b>Total Warrants</b>			<b>\$12,769,241.33</b>

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

a.) **Developer Extension Agreements**

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

The Larose Addition project is located adjacent to Sunset Road on the eastern side at approximately 173<sup>rd</sup> Street, if extended, just south of the plat of Camilla Lane. The proposed project is a water & sewer extension that will provide service to seven new lots in the 180<sup>th</sup> Street Basin. The Developer is Larose 7, LLC.

The Thomas Lake Shopping Water Extension (Building "C") project is located at 35<sup>th</sup> Avenue SE and 132<sup>nd</sup> Street. Building "C" is located west of the building with Albertson's as a tenant. This project will extend the District's water system with the addition of a 6-inch diameter main, approximately 60-feet long, for the fire sprinkler system to be installed in Building "C". The Developer is MGP X Properties, LLC.

Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed the Developer Extension Agreements for the Larose Addition project and for the Thomas Lake Shopping Water Extension (Building “C”) project.

**b.) Silver Acres Water Main Improvements, Phase 2-Bid Acceptance**

The District worked with the City of Everett to complete the project plans and specifications for this project. Staff advertised the project for bid solicitations in the Everett Herald, the Seattle Daily Journal of Commerce, and the plans and specs were posted for on-line access using the Builder’s Exchange of Washington. The bid opening was held on August 6, 2015, at 2:00 p.m., where four bids were received. The Certified Bid Tabulation was prepared by Gray & Osborne along with their recommendation for award to Earthwork Enterprises, Inc. of Mukilteo, whose bid with Washington State Sales Tax included totaled \$236,083.53.

Staff requested the Board of Commissioners accept the bid submittals and direct staff to provide a Notice of Intent to award the contract to the lowest responsible bidder, Earthwork Enterprises, Inc. The Board was also asked to authorize the General Manager to proceed to execute a contract with Earthwork Enterprises, Inc. for this work, for an amount with Washington State Sales Tax included totaling \$236,083.53.

Following discussion, by motion passed unanimously, the Board of Commissioners accepted the bid submittals and directed staff to provide a Notice of Intent to award the contract to the lowest responsible bidder, Earthwork Enterprises, Inc. The Board directed the General Manager to execute a contract with Earthwork Enterprises, Inc. for this work, in an amount totaling \$236,083.53 including Washington State Sales Tax.

**5.) MAINTENANCE & OPERATIONS**

**a.) WASWD Fall Conference Attendance**

Mr. Curran reported to the Board of Commissioners of the 2015 WASWD Fall Conference that will be held September 23 – 25, 2015, in Wenatchee, WA. He requested final confirmation of any Commissioner that wished to attend this conference so staff can register them.

Following discussion, it was decided that Commissioner Backstrom, Commissioner Anderson, and General Manager Patrick Curran would attend the 2015 WASWD Fall Conference.

**b.) Everett Drought Response Plan-Stage 2**

Mr. Curran reported to the Board of Commissioners that the Cities of Everett, Seattle, and Tacoma have jointly released a Press Release that they have moved to Stage 2 (Voluntary Reduction) of the water shortage plan, asking the region’s customers to voluntarily reduce their water use by 10 percent, to better manage water supplies for people and fish during this unprecedented hot and dry weather and higher-than-normal water use. He advised staff was preparing a pamphlet to mail to District customers outlining the need to comply with the water shortage plan and voluntarily reduce water consumption.

**6.) INTER-AGENCY REPORT(S)**

**a.) WASWD's Former Executive Director, Mr. Hal Schlomann**

Mr. Curran gave a verbal report to the Board of Commissioners of an email received from Mr. Blair Burroughs stating WASWD's Former Executive Director, Mr. Hal Schlomann, passed away on Friday, July 24, 2015, after a short illness.

**7.) STAFF REPORTS**

**a.) District Engineer:**

No further report.

**b.) Finance Manager:**

Mr. Nelson reported on the steps taken to transfer all District accounts from Opus Bank to Columbia Bank.

**c.) Attorney:**

No further report.

**d.) General Manager:**

Mr. Curran reported to the Board that he has signed a Contract and Scope of Work with Page & Beard, as directed by the Commissioners, to prepare plans for the District Headquarter Site Improvements project and to also process permit and CUP Applications with Snohomish County.

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; and pursuant to RCW 42.30.110 1) (g) to discuss and review the performance of an employee. 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 6:07 p.m., Commissioner Anderson advised that the Executive Session would be concluded at 6:15 p.m. The Executive Session concluded at 6:15 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 August 13, 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

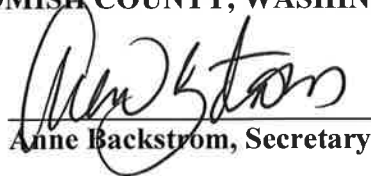
I, the undersigned, Secretary of the Board of Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

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 August 13, 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 27, 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 27<sup>th</sup> day of August 2015.

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

  
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Anne Backstrom, Secretary