

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

September 10, 2015

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on September 10, 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 August 27, 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	.09-001-.09-039	\$277,248.44
Sewer Maintenance	743 5418666	.09-001-.09-014	640,981.37
Sewer Capital Improve.	743 5448666	.09-001-.09-002	17,907.65
Water Capital Improve.	743 5468666	.09-001-.09-002	49,354.28
Revolving Check Fund		4107 - 4288	54,732.94
Total Warrants			\$1,040,224.68

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

a.) **2015 Sewer Rehabilitation Project**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report and revised Cost Estimate regarding the 2015 Sewer Rehabilitation Project, for their review. The design work is complete. Gray & Osborne approved contract of \$46,300.00 for design and construction management work associated with the modifications that are still adequate to provide the construction management phase work. A revised construction cost estimate has been made as the District has determined the approach for rehabilitation of the manholes contained within the sewer main line upgraded runs. The estimated project cost for design, construction, and construction management, including contingency, is now \$542,000.00.

Staff requested the Board of Commissioners provide direction to advertise this project for construction bid solicitation when plans and specifications are finalized, using the

Builders Exchange of Washington for the electronic posting of the bid documents and bidding process.

Following discussion, by motion passed unanimously, the Board of Commissioners directed staff to advertise this project for construction bid solicitation when plans and specifications are finalized, using the Builder's Exchange of Washington for the electronic posting of the bid documents and bidding process.

b.) Developer Extension Agreements

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

The Plat of Eastmont Heights is adjacent to, and east of 27th Avenue SE, at approximately 92nd Street SE; the most northern piece of the District. This project is a residential plat of 11 lots. This DEA is submitted as the prior DEA submittal by Lee Johnson has expired. The Developer is Eastmont North Coast, LLC.

The Plat of Seattle Ridge is a subdivision of a tract of land adjacent to the plat of The Village at Webster's Pond, Phase 3, and extends east to its border along Seattle Hill Road, near 148th Street SE. This project is a residential plat of 16 lots. The Developer has initiated several other DEA's with the District (Spring Haven & Eastmont Heights on 27th & 92nd Street). The project is within the City of Mill Creek but will be designed for compatibility with the proposed Seattle Hill Road Widening Project, currently in design by Snohomish County. The previously submitted DEA for this project was accepted by the Board, but expired due to exceeding the time allotted to complete the DEA. The Developer is Seattle Hill North Coast, LLC.

Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed the Developer Extension Agreements for Eastmont Heights and Seattle Ridge projects.

5.) STAFF REPORTS

a.) District Engineer:

No further report.

b.) Finance Manager:

Mr. Nelson reported on a customer's request for email billing. He outlined for the Commissioners various approaches in doing this. Following discussion, Mr. Curran advised staff would prepare a report on the options to provide email billing to District customers that would detail the manner, method, and cost of each option.

c.) Attorney:

Mr. Milne provided updates to court decisions on issues regarding access to public documents. He reminded the Commissioners and staff that the use of personal electronic communication devices for District business subjected these personal devices to scrutiny in accordance to a Public Records Request.

Mr. Milne advised the Commissioners that Mr. Eric Frimodt of his office will attend the Commissioners' meetings of September 21, 2015 and October 8, 2015.

d.) General Manager:

Mr. Curran advised the Commissioners he has formed a committee of employees to reexamine the District's Organizational Chart. This will take numerous meetings of the committee and when timely, will provide the Commissioners with updates.

Mr. Curran reported he has extended an offer of employment to Robin Engbrecht for a regular – part-time Utility Clerk 1 position. She is scheduled to start Monday, September 14, 2015. She is scheduled to work 5 hours per day, Monday through Friday.

Mr. Curran reminded the Commissioners that the next regular Commissioner meeting of September 24, 2015 has been canceled due to the attendance of Commissioners Anderson and Backstrom, and he at the WASWD Fall Conference in Wenatchee, and a Special Meeting is scheduled for September 21, 2015.

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 6:10 p.m., Commissioner Anderson advised that the Executive Session would be concluded at 6:25 p.m. The Executive Session concluded at 6:25 p.m. and the open public meeting reconvened.

Following discussion, the Commissioners directed Mr. Curran to proceed with the contract with Page & Beard Architects, and to include a new maintenance facility in their scope of work.

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

This ends the Minutes of the September 10, 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 September 10, 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 September 21, 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 21st day of September 2015.

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



Anne Backstrom, Secretary