

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

January 14, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on January 14, 2016, 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.) **ELECTION OF OFFICERS:** Following discussion, by motion made, seconded and carried unanimously, the Commissioners elected Rod Keppler as President, Anne Backstrom as Vice President, and Bill Anderson as Secretary for 2016. Commissioner Keppler then presided over the remainder of the meeting.
- 3.) **APPROVAL OF MINUTES:** The Minutes of the special meeting of December 23, 2015 were unanimously approved as circulated.
- 4.) **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	.01-001-.01-056	\$343,796.83
Sewer Maintenance	743 5418666	.01-001-.01-017	683,491.10
Sewer Capital Improve.	743 5448666	.01-001-.01-002	245,684.11
Water Capital Improve.	743 5468666	.01-001-.01-005	80,493.14
Revolving Check Fund		4468 - 4492	38,182.89
Total Warrants			\$1,391,648.07

b.) Resolution No. 720 – Fixed Asset Policy

Mr. Nelson provided a verbal summary to the Board of Commissioners of a Staff report and draft resolution regarding a Fixed Assets Policy, for their review.

This resolution will address the issue of obsolete or broken small value items that tend to accumulate over time since to surplus or sell the items is a labor and time intensive process. Staff recommended the Board provide the General Manager with the authority to administratively surplus personal property with a value of \$250.00 or less. Small value items that are administratively sold would be reported to the Board of Commissioners

after the sale. Small value personal property that is broken would be disposed of at the least cost to the District and not reported to the Board. The General Manager would also have the authority to exchange property under a vendor's regular warranty exchange program. This resolution would still require the surplus and sale of any real property, easements, titled vehicles and trailers, or personal property with a value of more than \$250.00 to be approved by action of the Board of Commissioners in accordance with RCW 57.08.015 or RCW 57.08.016 (Real Property).

Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed Resolution No. 720 – Fixed Asset Policy, authorizing the General Manager to administratively surplus personal property with a value of \$250.00 or less (required to report to the Board after the sale); and to dispose of small value property if broken (not required to report to the Board); and to exchange property under a vendor's regular warranty exchange program.

5.) CAPITAL IMPROVEMENT PROJECT(S)

a.) Fourth Quarter Bills of Sale

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report listing the accepted Fourth Quarter Bills of Sale for Developer Extensions, representing \$149,698.85 of utility infrastructure added to the District by Developer contribution, for their review. Following discussion, the Board acknowledged acceptance of the following Bills of Sale:

PROJECT NAME	WATER	SEWER
4th Quarter		
King's Corner 3	\$93,917.63	\$52,657.22
Thomas Lake Shopping Center Bldg. C	3,124.00	
Total Value	\$97,041.63	\$52,657.22

For 2015, the Total Developer Contributed Value for water and sewer facilities added to the District is \$1,919,308.52.

c.) District Headquarter Site 2015 Upgrade Project

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding the 2015 District Headquarters Maintenance Storage and Site Improvements project, for their review. Brant McCorkle, Eric Delfel, and Mr. Curran attended the Snohomish County PDS Application Submittal Meeting for the District's Conditional Use Permit (CUP) and Land Disturbance Application (LDA) on Tuesday, January 5, 2016. County staff reviewed the District's submittals for the CUP and LDA and they were accepted by the County as complete. With urging from County staff, the District completed a Commercial Building Permit Application for the new Storm Water Vault to improve vesting rights. The County accepted the Building Permit as complete. The District paid Snohomish County \$11,126.44 for these three applications.

Mr. Curran confirmed that County staff received the District's SEPA Checklist and DNS. The comment period for the DNS ends on January 15, 2016. The County's Project

Manager, Ms. Dorothy Crossman, advised after further review by County staff, that a Hearing with the Hearing Examiner would be scheduled.

Gray & Osborne have nearly completed the civil engineering work for this project. Page and Beard will continue to design the buildings.

6.) MAINTENANCE AND OPERATION REPORT(S)

a.) The American Public Work Association-Certified Public Infrastructure Inspector

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a certificate Mr. Lloyd Tjeerdsma received from the American Public Works Association for demonstrating a high level of competence for infrastructure inspection; he is certified through March of 2020.

7.) INTER-AGENCY REPORTS

a.) Mill Creek Police Inquiry on Lease of Storage Shed – 2210-132nd Street SE

Mr. Curran reported to the Board of Commissioners that there has been an inquiry from the Mill Creek Police Department regarding a lease of the storage shed located at 2210-132nd Street SE. Following discussion, it was the Board's consensus to not lease the property for that purpose because of the District's needs for the property.

b.) WASWD Survey Regarding Cap of 6% on Utilities

Mr. Curran presented a verbal summary to the Board of Commissioners of an email received from WASWD of a survey regarding proposed legislation to impose a cap of 6% on utility taxes, for their review. The Board took no action on this matter.

c.) 2016 Conference Schedule

Mr. Curran presented a verbal summary to the Board of Commissioners of a 2016 Conference schedule, for their review. He requested should any Commissioner decide to attend any of the conferences on the list that they make staff aware of it. Commissioner Backstrom elected to attend the AWWA-ACE Conference (Chicago, IL) in June. She and Commissioner Anderson elected to attend the WASWD Fall Conference (Spokane, WA) in September.

8.) STAFF REPORTS

a.) District Engineer:

No Further Report.

b.) Finance Manager:

Mr. Nelson advised the State Auditor's Office has finished its audit of the District's financial transactions for years 2013 and 2014. They are preparing a written report and when completed will schedule an Exit meeting for the District. After discussion of various matters, the Commissioners determined that Commissioner Keppler would represent the Board at this meeting. Mr. Nelson reported on lien filings by the District. Mr. Nelson reported that Columbia Bank has determined to match the interest rate provided by the State Pool.

c.) **Attorney:**

No Further Report.

d.) **General Manager:**

Mr. Curran advised the Commissioners that the Puget Sound Engineering Council has selected District Engineer Mr. Richard Gilmore as the Government Engineer of the Year for 2016. This award will be presented to him at the PSEC Engineering Awards Banquet, Saturday evening, February 13, 2016, at the Museum of Flight. The Board of Commissioners uniformly congratulated Mr. Gilmore and thanked him for his efforts on behalf of the District.

Mr. Curran advised the Commissioners that negotiations with Snohomish County for acquiring, from the District, a strip of land five feet in width along its old Remlinger Park Lift Station site to widen Seattle Hill road, has been successfully concluded.

The General Manager advised no Executive Session was required.

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

This ends the Minutes of the January 14, 2016 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 January 14, 2016 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 January 28, 2016, 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 28th day of January 2016.

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



Bill Anderson, Secretary