

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

February 11, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on February 11, 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 Keppler called the meeting to order at 5:30 p.m.
- 2.) **APPROVAL OF MINUTES:** The Minutes of the regular meeting of January 28, 2016 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	.02-001-.02-040	\$56,150.50
Sewer Maintenance	743 5418666	.02-001-.02-017	663,050.99
Sewer Capital Improve.	743 5448666	.02-001-.02-003	205,370.75
Water Capital Improve.	743 5468666	.02-001-.02-002	8,276.08
Revolving Check Fund		4514 - 4524	37,561.47
Total Warrants			\$970,409.79

- b.) **State Audit Report(s)**
Mr. Nelson provided a verbal summary to the Board of Commissioners of documents received from the State Auditor's Office (Exit Conference Results, Financial Statements Audit Report, Accountability Report, District Response Letter), for the audit years of 2013 and 2014, for their review.
 - c.) **Staff Report – Fourth Quarter Financial Reports – December 31, 2015 (Pre-closing)**
Mr. Nelson provided a verbal summary to the Board of Commissioners of a Staff report regarding Fourth Quarter Financial Reports, December 31, 2015 (Pre-closing), for their review.

4.) CAPITAL IMPROVEMENT PROJECT(S)

a.) Staff Report – 2015 Sewer Rehabilitation Project

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the 2015 Sewer Rehabilitation Project, for their review. The Pre-construction Meeting was held February 11, 2016. Cleaning and televising of the mains will begin immediately and the first installation of pipe liners is anticipated in mid-March.

b.) Staff Report – 2016 Water Comprehensive Plan Update

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the 2016 Water Comprehensive Plan Update with attached Gray & Osborne Scope of Work and Fee Proposal, for their review. The District's last update to the Comprehensive Water Plan was concluded in December of 2010. State law requires water districts to update their water comprehensive plans at a regular interval, not to exceed six years. There is consideration by the State Department of Health to allow districts to extend this update period to ten year intervals if requested. The District is in compliance with Department of Health requirements.

There have been significant changes to the District's operations since the 2010 Comprehensive Plan update which includes the installation of Master Meter No. 9, the new agreement for operations with the City of Everett, and the District's participation as a Wholesale Purchaser from Alderwood Water & Wastewater District (Master Meter No. 10 Installation).

Gray & Osborne's Scope of Work and Fee Proposal stated they will provide the services identified, in an amount not to exceed \$70,100.00 without prior written authorization by the District.

Following discussion, by motion passed unanimously, the Board approved the Gray & Osborne Scope of Work and Fee Proposal in an amount not to exceed \$70,100.00 without prior District written authorization.

c.) 2015 Snohomish County Valve and Manhole Grade Adjustment Project

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the 2015 Snohomish County Valve and Manhole Grade Adjustment Project, for their review.

In 2015, the District held a bid opening for the 2015 Snohomish County Valve and Manhole Grade Adjustment Project which was solicited through the MRSC Roster. Eight contractors were chosen from the roster to bid this project and two contractors expressed interest in the project. Quilceda Paving and Construction, Inc. was awarded the contract as the lowest responsible bidder. The bid submittal, including sales tax, on a per unit bid cost, totaled \$171,796.74. They have nearly completed their work on this contract for an amount earned to date totaling \$153,355.85, including sales tax.

The County now plans to proceed with an extension of its street overlay program from the termination point of the 2015 Project at the 35th Avenue and 116th Avenue corridor, moving north along 35th Avenue SE to 100th Street SE. The 2016 adjustment work for the

County paving on 35th Avenue SE north of 116th will be similar in crew and traffic safety requirements to the work performed south of 116th Street SE, and will only have an estimated eight manholes and thirty-two valve covers to be adjusted.

Staff believes that the best approach to perform the limited number of adjustments anticipated from the County's 2016 Paving Project is to initiate a change work order with Quilceda Paving and Construction, Inc. The Contractor has been approached and is willing to continue the 2015 contract by a change work order that will provide for the additional manhole and valve adjustments at the same unit prices of the existing contract and provisions for additional traffic safety, which is a lump sum work item paid proportionally to the number of adjustments performed.

The District anticipates the change work order will be in an amount less than \$54,258.30, and when added to the existing value of the work performed to date and using the unspent portion of the contract, it will bring the original total project contract from \$171,796.74 to an amount not to exceed \$207,614.15. Additional contract time will be addressed in the change work order as the work cannot be performed until the County paving has been completed.

Following discussion, by motion passed unanimously, the Board of Commissioners approved this approach and directed the General Manager to issue a change work order to the District's Contract with Quilceda Paving and Construction, Inc. for an amount not to exceed \$54,258.30, including sales tax, and to report back to the Board when appropriate.

d.) Developer Extension Agreement

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding a Developer Extension Agreement for Jolly Short Plat, aka Seattle Hill Road Short Plat, for their review.

This project is located east of and adjacent to Seattle Hill Road near 143rd Street SE. This site is adjacent to the Seattle Hill Road Widening Improvement project that is proposed for construction this summer by Snohomish County. Jolly Short Plat is a water and sewer extension project that will provide seven building lots. A DEA was accepted by the Board on June 16, 2013, but the developer did not install the facilities and the DEA expired by contract terms. The proposed project and developer have not changed (Jolly Construction, Inc.)

Following discussion, the Board of Commissioners accepted and executed the Developer Extension Agreement for Jolly Short Plat.

5.) MAINTENANCE AND OPERATION REPORT(S)

a.) Damage to Dump Bay Structure at District Headquarter Site

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding Damage to the Dump Bay Structure at the District Headquarter Site, for their review.

On Wednesday, February 3, 2016, a District Crew member contacted Ron Berger (Field Supervisor) regarding damage at the Vactor Dump Bay. The Vactor Truck had been parked earlier in the day at the Vactor Dump Site by a different District crew member so he could resume working with other District crew offsite. This crew was out in the field later than expected and Ron instructed the second crew member to dump the Vactor Truck and park it for the day. However, after raising the dump body, the crew member noticed that the truck was not back far enough into the Dump Bay area resulting in the truck body striking the upper overhang of the building.

Photos were taken of the damage to the building and Mr. Curran was notified of the incident. This same area of the building was damaged a couple years ago while another crew member was dumping a Vactor Truck. No Vactor damage occurred.

District Staff were analyzing possible solutions to this reoccurring problem.

6.) **STAFF REPORTS**

a.) **District Engineer:**

No Further Report.

b.) **Finance Manager:**

Mr. Nelson reported he was interacting with Finance Managers from Cross Valley Water District and Lakehaven Utility District regarding the release of the new HMS Billing Program. He was attending roll out of this program at each District to verify its effectiveness as a billing system.

c.) **Attorney:**

No Further Report.

d.) **General Manager:**

Mr. Curran presented a verbal summary to the Board of Commissioners of a flyer regarding a Retirement Celebration for Mr. Robison, to be held on Friday, February 26, 2016, from 4:30 p.m. to 6:30 p.m., at the District's Headquarter Site.

Mr. Curran presented a Proclamation to the Board of Commissioners for their review and signatures, to be presented to Mr. Walt Robison at his Retirement celebration in honor of his 37.5 years of dedication and service to the District. The Commissioners signed the Proclamation.

The General Manager requested an Executive Session to discuss matters pursuant to RCW 42.30.110 (1) (i) regarding inspection and connection fees for Hopkins Short Plat. 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 6:05 p.m., Commissioner Keppler 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.

Following discussion, the Board of Commissioners directed Staff to settle the claim of Joe DaSilva and Tim Hopkins by paying to them \$745.00 in full settlement of this claim upon the claimants signing a complete settlement and release.

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

This ends the Minutes of the February 11, 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 February 11, 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 February 25, 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 25th day of February 2016.

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



Bill Anderson, Secretary