

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

March 24, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on March 24, 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 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 March 10, 2016 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:

Fund	Code	Number	Amount
Water Maintenance	743 5408666	.03-045-.03-079	\$178,234.45
Sewer Maintenance	743 5418666	.03-014-.03-029	66,678.09
Sewer Capital Improve.	743 5448666	.03-001-.03-002	2,297.48
Water Capital Improve.	743 5468666	.03-001-.03-002	21,945.80
Revolving Check Fund		4558 - 4580	10,289.61
Total Warrants			\$279,445.43

b.) **Resolution No. 724, Adopted 3-10-2016, Presented to the Board for Signatures**

Mr. Nelson presented a verbal summary to the Board of Commissioners of Resolution No. 724, adopted by the Board on March 10, 2016, regarding a Low Income Senior Citizen/Disabled Person Water and Sewer Rate Program, and was presented to them for their signatures. Following discussion, the Board of Commissioners executed Resolution No. 724.

c.) **Staff Report – City of Everett Water and Sewer Rate Increases**

Mr. Nelson presented a verbal summary to the Board of Commissioners of a Staff report regarding City of Everett Water and Sewer Rate Increases, for their review. Staff requested direction from the Board to prepare a 2016 Pass-through Report that includes a \$0.30 Everett Sewer Basin Increase in April. This report will include confirmation of the City of Everett’s 2016 Sewer Rate Increase, a review of the typical customer increase, 2016 Rate Tables, and a 2016 Peer Utility Rate Review.

Following discussion, the Board of Commissioners directed staff to prepare the 2016 Pass-through Report to be presented to them at a future meeting.

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. Insituform Technologies, LLC has mobilized to the Site. The work is proceeding in accordance with the schedule. The work along 132nd Street and crossing Seattle Hill Road is required to be done at night along the 132nd Street ROW, per the Contractor’s approved traffic control plan issued by Snohomish County.

5.) MAINTENANCE AND OPERATION REPORT(S)

a.) Staff Report – Floating Holidays

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff memo regarding use of 2016 District Floating Holidays, for their review. Presented for consideration were the following dates:

Tuesday, July 5, 2016	The District would be closed on Monday, July 4, 2016 (Holiday) and Tuesday, July 5, 2016 (Floater).
Friday, December 23, 2016	The District would be closed on Friday, December 23, 2016 (Floater) and Monday, December 26, 2016 (Holiday).
Friday, December 30, 2016	The District would be closed on Friday, December 30, 2016 (Floater) and Monday, January 2, 2017 (Holiday).

Following discussion, by motion passed unanimously, the Board of Commissioners approved all District staff using the Floating Holidays on Tuesday, July 5th, 2016, December 23, 2016, and December 30, 2016.

b.) New Hire - Electrician

Mr. Curran reported to the Board of Commissioners that the District has hired a Full-time Maintenance Electrician. This new hire will begin working for the District on April 4, 2016.

6.) STAFF REPORTS

a.) District Engineer:

No Further Report.

b.) Finance Manager:

Mr. Nelson reported that the new Mapping approach to shut-off/turn-on status worked quite well this month.

c.) **Attorney:**

Mr. Milne reported on the latest Request for Public Documents case determined by the Washington State Supreme Court. Mr. Curran provided a short summary of the District's Request for Public Documents process, procedures, and forms.

d.) **General Manager:**

Mr. Curran reminded the Commissioners of their Special Meeting scheduled for Friday March 25, 2016, at 3:00 p.m., at the District Headquarter Administration Building.

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

This ends the Minutes of the March 24, 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 March 24, 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 April 14, 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 14th day of April 2016.

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


Bill Anderson, Secretary