

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

May 12, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on May 12, 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 of 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 April 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	.05-001-.05-038	\$50,574.01
Sewer Maintenance	743 5418666	.05-001-.05-011	471,491.98
Sewer Capital Improve.	743 5448666	.05-001-.05-002	402,236.66
Water Capital Improve.	743 5468666	.05-001-.05-001	4,376.82
Revolving Check Fund		4625 - 4650	36,380.37
<b>Total Warrants</b>			<b>\$965,059.84</b>

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 remaining work is the pressurized lining installation of a portion of the force main from the Silver Firs Lift Station. Today a small leak in this line was discovered. Field crews were able to interconnect this spill area to a nearby sewer manhole that will gravity back down to the Lift Station. This temporary fix will allow Insituform Technologies to proceed with a second attempt to install a new fabric liner since the first attempt ended when the curing process failed due to a ruptured liner fabric. The new liner is prepared and Insituform has provided the District with the date of May 17, 2016 to re-attempt installation of the lining of the force main. Actual insertion of the liner may occur on May 17 or 18, 2016, and when a date has been confirmed the Board of Commissioners will be informed.

Mr. Gilmore said a field trip to the construction site can be scheduled if a Commissioner would wish to observe the construction. The set-up and curing process will take some time, the work space is small, and the process is noisy, so individual tour times will be more informative than a group visit and will be a safer approach as well. The proper safety gear will be provided for this field trip. Mr. Gilmore requested any Board member interested in setting up a time for the field trip, should contact him with a convenient time.

**b.) Staff Report – Seattle Hill Road Utility Relocation Project**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the Seattle Hill Road Utility Relocation Project, for their review. Marshbank has recently provided insurance documentation which complies with the District's insurance requirements and the Public Works Contract has been signed by the General Manager as authorized by the Commissioners. Marshbank Construction has begun their submittal process, and expects to provide a request for a Pre-construction Meeting soon.

**5.) MAINTENANCE AND OPERATION REPORT(S)**

**a.) Status Report – Lead Positions Hiring Process**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Status report regarding the Lead Positions Hiring Process, for their review. District staff has elected to interview only internal candidates at this time for each of the three Lead positions available (Utility Lead-Operations, Utility Lead-Utility Systems, and Utility Lead-Maintenance).

The Job Announcement and Job Descriptions will be officially posted on Friday, May 13, 2016. Completed and signed Application Packets must be submitted to the District's Executive Assistant no later than 12:00 p.m. on Friday, May 20, 2016.

An Interview Team will conduct interviews the week of May 23, 2016. The goal is to have extended invitations to three successful candidates, with each accepting a position the following week.

**6.) STAFF REPORTS**

**a.) District Engineer:**

Mr. Gilmore gave a verbal report to the Board of Commissioners on a Developer Extension Agreement he received for the plat of Eastmont Heights as they have had a change in ownership.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the Developer Extension for Eastmont Heights and authorized the President of the Board to sign it, and acknowledged the new owner as Eastmont Homes, Inc.

**b.) Finance Manager:**

Mr. Nelson extended an invitation to the Commissioners for a Staff Barbeque on Friday, May 27, 2016, at noon, to celebrate the upcoming Memorial Day Holiday.

Mr. Nelson reported on changes in paper flow and general ledger entry that will streamline District accounting practices in relationship to expensing District operation costs between the Water Utility and the Sewer Utility.

c.) Attorney:  
No further report.

d.) General Manager  
No further report.

The General Manager requested an Executive Session to discuss litigation matters pursuant RCW 42.30.110 (1) (i) regarding Silver Lake v. D.O.R. 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 5:40 p.m., President Keppler advised that the Executive Session would be concluded at 5:45 p.m. The Executive Session concluded at 5:45 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 May 12, 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 May 12, 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 May 26, 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 26<sup>th</sup> day of May 2016.

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

  
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Bill Anderson, Secretary