

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

June 9, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on June 9, 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 May 26, 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	.06-001-.06-045	\$51,184.15
Sewer Maintenance	743 5418666	.06-001-.06-011	470,876.40
Sewer Capital Improve.	743 5448666	.06-001-.06-001	127.03
Water Capital Improve.	743 5468666	.06-001-.06-002	389,778.56
Revolving Check Fund		4677 - 4698	9,136.21
Total Warrants			\$921,102.35

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 force main installation work has been completed. Minor surface restoration and tabulation of the final pay estimate remains, and the District and Contractor are working to finalize Change Order No. 1. It is anticipated the final project submittal to the Board will be presented at the Board meeting of June 23, 2016.

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 that was awarded to Marshbank Construction Inc., for their review. The Pre-construction meeting with Marshbank was held on May 26, 2016. Marshbank has requested, and the District has agreed to start the Project construction on July 5, 2016. This timing should allow the current activity of

Puget Sound Energy installation of gas mains to be finished, allowing Marshbank's water main installation work to proceed without other construction activities occurring at the same time.

Mr. Curran reported that Marshbank has inquired if it can use the triangle piece of property at the south end of the District Headquarter Site to locate their Office Trailer and do staging activities during its work on the District Project. Following discussion, by motion passed unanimously, the Board of Commissioners directed Mr. Curran to offer a Right of Entry License to Marshbank for these purposes on terms and conditions acceptable to Mr. Curran.

c.) Developer Extension Agreement

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the Developer Extension Agreement and Site Map for Mill Creek Sports, for their review.

Mill Creek Sports is an office retail business at the Southwest corner of Dumas Road and the Bothell Everett Highway. This project is a commercial business that will add an on-site hydrant providing for water, fire, irrigation, and side sewer services by direct connection to existing mains in Dumas Road. The Developer is Nicdeke, LLC.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the Developer Extension Agreement for Mill Creek Sports.

d.) CUP Resubmittal-Headquarters Upgrade Improvements

The Commissioners have signed an Agreement with Page & Beard Architects and a Scope of Work and Fee Proposal with Gray & Osborne (G&O) to design additions to the District Headquarter Site for additional storage and two larger vehicle bays.

On Friday, May 27, 2016, at 1:30 p.m., Mr. Curran met with Snohomish County Planning and Development staff, Eric Delfel (G&O), and Brandt McCorkle (Page & Beard) to resubmit plans and drawings for the CUP application required by the County. County staff reviewed the submittals and indicated that with this initial review it looked like the documents were sufficiently complete to proceed toward a CUP Hearing. The Hearing should occur within four to five months.

5.) STAFF REPORTS

a.) District Engineer:

Mr. Gilmore reported to the Commissioners regarding Change Work Order No. 1 with Quilceda Paving and Construction, Inc. for additional valve and manhole adjustments extending north on 35th Ave. SE between 116th and 100th St. SE. Following discussion, by motion passed unanimously, the Board of Commissioners approved the Change Work Order No. 1 in the amount (without tax) of \$201,145.96.

b.) **Finance Manager:**
No further report.

c.) **Attorney:**
No further report.

d.) **General Manager**
No further report.

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

This ends the Minutes of the June 9, 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 June 9, 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 June 23, 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 23 day of June 2016.

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



Bill Anderson, Secretary