

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

June 23, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on June 23, 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 June 9, 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	.06-046-.06-081	\$82,029.67
Sewer Maintenance	743 5418666	.06-012-.06-018	193,278.09
Revolving Check Fund		4699 - 4726	9,137.03
<b>Total Warrants</b>			<b>\$284,444.79</b>

4.) **CAPITAL IMPROVEMENT PROJECT(S)**

a.) **Staff Report – 2015 Sewer Rehabilitation Project**

Mr. Gilmore provided a verbal summary to the Board of Commissioners of a Staff report regarding the 2015 Sewer Rehabilitation Project, for their review. Change Order No. 1 was presented to the Board and included the following items:

• Credit to the District for a reduced level of by-pass pumping.
• Credit to the District for cost recovery of G&O costs for survey.
• Credit to the District for cost recovery of G&O cost for additional inspection required for Schedule “B”.
• Credit to the District for cost recovery of District costs from the sewer spill.
• Payment to the Contractor for sidewalk restoration.

The work for the project including punchlist items is complete. Staff requested the Board review and if in agreement approve Change Order No. 1, and direct the General Manager to execute Change Order No. 1. It was also requested the Board by motion, accept Final

Progress Estimate No. 2 and accept the construction of the 2015 Rehabilitation Project as complete, and direct staff to begin the State project closeout procedures to initiate the State approval process for the release of retainage.

Following discussion, by motion passed unanimously, the Board of Commissioners approved Change Order No. 1 and directed the General Manager to execute this Change Order. The Board approved Progress Estimate No. 2 (\$76,515.89) and directed staff to send this payment to the Contractor (Insituform Technologies, LLC). The Board accepted the 2015 Rehabilitation Project as complete and directed staff to begin the State project closeout procedure to initiate the State approval process for release of retainage.

The Board of Commissioners was advised that Gray and Osborne's Scope of Work and Fee Proposal needed to be amended to reflect the work performed in bullet two and three set forth in Change Order No. 1 in the amount of \$ 1,862.75 bringing their not to exceed contract limit to \$ 48, 162.75. Following discussion, by motion passed unanimously, the Board of Commissioners approved this amendment to Gray and Osborne's Scope of Work and Fee Proposal for the 2015 Sewer Rehabilitation Project in the amount of \$ 1,862.75 bringing their not to exceed contract limit to \$ 48, 162.75.

**b.) Staff Report – Developer Extension Agreement**

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

Honsberger SFDU is a residential subdivision in unincorporated Snohomish County located adjacent to the north ROW of 124<sup>th</sup> Street SE, just west of 25<sup>th</sup> Avenue SE. This project will construct onsite water and sewer facilities to provide for the plats ten proposed units. The Board approved the DEA in April, 2016 and the project has been sold to a different developer for construction, Keystone Land, LLC (Paul Leavitt).

Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed the new Developer Extension Agreement for the plat of Honsberger SFDU, under the new Developer Keystone Land, LLC.

**5.) INTERAGENCY REPORT(S)**

**a.) Everett Water Supply**

Mr. Curran presented a verbal summary to the Board of Commissioners of an Everett Water Situation Fact Sheet and Everett Water Storage Spada Elevation Chart received at the last EWUC Meeting of June 16, 2016, for their review.

**6.) STAFF REPORTS**

**a.) District Engineer:**

No further report.

**b.) Finance Manager:**

No further report.

c.) Attorney:

No further report.

d.) General Manager:

Mr. Curran presented to the Commissioners a photo of a new Caterpillar Model 903C2 Wheel Loader with a 0.8 cubic Yard Bucket, a BA22 Angle Broom, and a Pallet Fork which the District took delivery of on June 23, 2016, for the purchase price of \$64,572.47 including tax.

The General Manager requested an Executive Session pursuant RCW 42.30.110 (1) (i) to discuss pending litigation relating to a tax assessment matter. A motion was made, seconded, and unanimously approved by the Board of Commissioners to convene to an Executive Session to discuss this matter. Before convening to the Executive Session at 5:40 p.m., President Keppler advised that the Executive Session would be concluded at 5:43 p.m. The Executive Session concluded at 5:43 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 June 23, 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 23, 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 July 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 14 day of July 2016.

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

  
Bill Anderson, Secretary