

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

July 14, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on July 14, 2016, beginning at 5:30 p.m., at the District Administration Building. Attending were Commissioners Bill Anderson and Anne Backstrom. Commissioner Keppler was excused from this meeting. 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 Backstrom called the meeting to order at 5:30 p.m.
- 2.) **APPROVAL OF MINUTES:** The Minutes of the regular meeting of June 23, 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:

<b>Fund</b>	<b>Code</b>	<b>Number</b>	<b>Amount</b>
Water Maintenance	743 5408666	.07-001-.07-042	\$173,387.61
Sewer Maintenance	743 5418666	.07-001-.07-018	193,278.09
Sewer Capital Improve.	743 5448666	.07-001-.07-002	498,092.38
Water Capital Improve.	743 5468666	.07-001-.07-001	64,572.47
Revolving Check Fund		4727 - 4784	41,207.14
<b>Total Warrants</b>			<b>\$970,537.69</b>

b.) **Customers John & Heather Potts – Future Accessory Dwelling Unit (ADU)**

The Board of Commissioners reviewed an email correspondence received on June 30, 2016 from John & Heather Potts (4907-128<sup>th</sup> PL SE, Everett, WA 98208) regarding their plan for a future Accessory Dwelling Unit (ADU) on their property. Mr. Potts presented the site plan and floorplans for this addition. He questioned the connection charges they would need to pay the District for what he indicated was such a small ADU, stating it was like adding one additional bedroom to their house. Discussions ensued regarding these connection charges. The Commissioners determined to take no action on this matter and directed staff to meet with Mr. and Mrs. Potts to do further research on this matter and then report back to the Board.

c.) **Staff Report – King County Metro Sewer Rate Increase**

Mr. Nelson provided a verbal summary to the Board of Commissioners of a Staff report and a Historical and Forecasted Alderwood Water & Wastewater District (AWWD)

Sewer Rate Table regarding King County Metro Sewer Rate Increases, for their review. The District reviewed the King County Council Ordinance No. 18305, which adopted King County Metro Sewer Treatment Rates through 2022. The first rate increase will start on January 1, 2017, with the King County Metro Rate increasing from \$42.03 to \$44.22, an increase of \$2.19. It was noted that AWWD rates have not been updated since 2015. As part of the District’s financial planning process, the Board of Commissioners will be presented with updated AWWD and King County Metro Sewer rates for 2017 later this year.

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

**a.) Staff Report – Utility Relocation - Seattle Hill Road Widening Project**

Mr. Gilmore provided a verbal summary to the Board of Commissioners of a Staff report regarding the Utility Relocation for the Seattle Hill Road Widening Project, for their review.

Marshbank Construction began the construction work on July 5, 2016, with layout of pipe materials, potholing of critical facilities, and saw-cutting the asphalt in the trench alignments. Excavation and pipe installation for the 12-inch pipe installation between Seattle Hill Road and 148<sup>th</sup> Street started Monday, July 11, 2016. The Access Agreement to the District’s triangular piece of property at the south of the District’s Headquarter Site has been signed by Marshbank Construction and they are using this property for a staging area.

**b.) Bills of Sale Presentation for Acceptance-Second Quarter**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report listing accepted Second Quarter Bills of Sale for Developer Extensions, representing \$949,039.88 of utility infrastructure added to the District by Developer contribution, for their review. Following discussion, the Board of Commissioners acknowledged acceptance of the Bills of Sale for:

<b>PROJECT NAME</b>	<b>WATER</b>	<b>SEWER</b>
<b>2<sup>nd</sup> Quarter</b>		
Northwood Ridge	\$125,427.42	\$131,604.00
Canton Highlands	204,139.53	126,182.87
Coleman PRD	13,807.00	47,606.09
Woodridge Glen (fka Woodridge 5)	31,810.85	176,226.56
Eastmont Heights	42,781.87	49,453.69
<b>Total Value</b>	<b>\$417,966.67</b>	<b>\$531,073.21</b>

The value of the contributed facilities received for the Second Quarter is \$949,039.88. With these added projects, the total estimated value of Developer contributed facilities accepted by Silver Lake Water and Sewer District for 2016 to date is \$1,420,638.58.

**5.) MAINTENANCE AND OPERATIONS**

**a.) Staff Report – Sewer Back-up in Silver Firs**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report with attached Claim Form, Photos, and Sewer Plan regarding a Sewer Back-up in the Silver Firs area, for their review. On July 9, 2016, the District's Duty Operator was notified of a sewer back-up located at 14208-53<sup>rd</sup> Avenue SE. Chris Stecher (Utility Systems Lead) arrived on-site to find South County Plumbing already on-site. The plumber explained that they found a blockage at the tee for the stub. Chris checked the upstream manhole and found that it was backed up. A second operator was called in and arrived on-site with the Vactor Truck, to jet the lines and clear any blockage. Prior to jetting, the District's Sewer Push Camera was used to look in the sewer main line where a large amount of paper product was found protruding from the sewer tee for the above referenced address. The Vactor Truck was used to clear the blockage.

District staff filled out and sent Insurance Incident Forms to WCIA on July 11, 2016.

**b.) Open Square Update – Plan View & Quotation**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Plan View and Quotation provided by Open Square regarding the furnishings needed for the two new offices within the Billing Area (Open Office 019A & 019B), waterproof cabinets for the Vault, upgrades to the existing Crew Area, and countertops for the file drawers in the Open Office space up front, for their review.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the Open Office Quotation dated June 29, 2016, in the amount of \$31,035.97 (including tax) for the purchase and installation of furniture, and directed the General Manager to move forward with this improvement project.

**6.) INTER-AGENCY REPORTS**

**a.) WASWD – Group Retrospective Rating Program**

Mr. Curran provided a verbal summary to the Board of Commissioners of a letter received from WASWD regarding their Retrospective Rating Program, for their review. The Commissioners determined to take no action.

**7.) STAFF REPORTS**

**a.) District Engineer:**

No further report.

**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 July 14, 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 July 14, 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 28, 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 28<sup>th</sup> day of July 2016.

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

  
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Bill Anderson, Secretary