

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

July 28, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on July 28, 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 July 14, 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	.07-043-.07-080	\$237,266.89
Sewer Maintenance	743 5418666	.07-012-.07-025	641,159.16
Revolving Check Fund		4785 - 4822	51,365.73
Total Warrants			\$929,791.78

b. **Board Member Attendance for State Audit Entrance Conference**

Mr. Nelson reported to the Board of Commissioners that the State Audit begins on Thursday, July 28, 2016. He requested to know which Board member would attend the State Audit Entrance Conference that will be scheduled at some point after the audit begins. The Commissioners determined Commissioner Anderson would attend this meeting. Mr. Nelson advised he would schedule this meeting with SAO for the convenience of Commissioner Anderson.

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 pipeline installation work on July 11, 2016, and is progressing northerly on Seattle Hill Road with eventually four major segments of 12-

inch main line pipe construction. The first segment of 12-inch main, nominally 600 feet long, is in the ground and testing has begun. Construction of the second segment of 1600 feet of 12-inch diameter pipe, beginning about 148th Street SE, is now in progress. This section will require the District's new main in place to have installed depths of 7-10 feet deep to achieve a four foot cover when the surface grade is lowered by the County road project next year.

b.) G&O Increase in Scope & Budget for Service-Headquarter Site Upgrade Project

Mr. Curran presented a verbal summary to the Board of Commissioners of a Gray & Osborne (G&O) Scope of Work Amendment for the District's Headquarter Site Upgrade Project, for their review. Through development of the project over the past year, a number of scope changes have been added and completed by G&O to meet Snohomish County Conditional Use Permit requirements. There is some remaining work that was not included in the original Scope of Services, but will be required to complete the design, permitting, and bid award for the project as set forth in G&O's Scope of Work Amendment.

The authorized G&O budget for their portion of the project is \$40,800. For the adjustments in scope, G&O requested an additional \$41,200 for a total budget amount of \$82,000. This revised budget limit includes all completed and remaining out-of-scope items, and will be sufficient to finalize the G&O design, bid, and permitting elements of the project.

Following discussion, by motion passed unanimously, the Board of Commissioners approved G&O's adjustments to the Scope of Work in the amount of \$41,200, for a total budget amount of \$82,000, to include all completed and remaining out-of-scope items, to be sufficient to finalize the G&O design, bid, and permitting elements of the project.

5.) MAINTENANCE AND OPERATIONS

a.) Resolution No. 727-Adopting Snohomish County Hazard Mitigation Plan Update

Mr. Curran presented a verbal summary to the Board of Commissioners of a draft resolution regarding adopting the 2015 Snohomish County Hazard Mitigation Plan Update, for their review. FEMA has completed pre-adoption review of the revised Snohomish County Mitigation Plan pursuant to 44CFR Part 201, and the Board of Commissioners adoption must occur for the District to have a FEMA approved Hazard Mitigation Plan.

Following discussion, by motion passed unanimously, the Board of Commissioners, approved and executed Resolution No. 727, adopting the 2015 Snohomish County Hazard Mitigation Plan Update.

b.) Reschedule 8-11-16 Commissioner's Meeting to 8-10-16

By motion passed unanimously, the Board of Commissioners determined to cancel the regular meeting of the Board on Thursday, August 11, 2016, and to schedule a special meeting of the Board on Wednesday, August 10, 2016, to consider all matters of the District, to be held at the District Administration Building, commencing at 5:30 p.m.

6.) INTER-AGENCY REPORTS

a.) Report on WASWD's Selection of Executive Director

Mr. Curran provided a verbal summary to the Board of Commissioners of an email received from Mr. Jeff Clarke, General Manager (AWWD) regarding selection of an Executive Director for WASWD, for their review.

The WASWD Board voted to offer the Executive Director position to Mr. James Kuntz. Mr. Kuntz spent nearly 30 years working for the Ports and was the longtime Executive Director for the Port of Walla Walla where he operated several water and sewer systems and did some proactive coalition building across various types of agencies and companies to accomplish some major projects.

7.) STAFF REPORTS

a.) District Engineer:

No further report.

b.) Finance Manager:

Mr. Nelson reported on the ongoing District efforts to collect past due bills of various District customers.

c.) Attorney:

No further report.

d.) General Manager:

Mr. Curran reported on the District's progress to secure a candidate for the District's new Purchasing/Inventory Control Position.

Mr. Curran reported on a conversation he had with Mrs. Potts regarding the effort to improve their house with an ADU. Following discussion, by motion passed unanimously, the Board of Commissioners directed District staff to provide a Letter of Water Availability to Snohomish County for Mr. and Mrs. Potts's property at 4907 128th PL SE prior to their paying the District's Water and Sewer Connection Charges, provided they keep the District apprised of when connection and use is to occur.

Mr. Curran escorted the Commissioners on a tour of improvements being constructed generally in the Office Billing area.

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

This ends the Minutes of the July 28, 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 28, 2016 regular meeting of Commissioners, duly adopted at a special meeting of the Board of Commissioners of the District, held at the regular meeting place thereof on August 10, 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 10 day of August 2016.

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



Bill Anderson, Secretary