

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

August 10, 2016

The special meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on August 10, 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 and Mike Johnson of Gray & Osborne; and Bill Linton with Inslee, Best, Doezie, & Ryder P.S., Attorney for the District. The purpose of the meeting was to consider all business that may come before the Board.

- 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 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	.08-001-.08-036	\$66,895.43
Sewer Maintenance	743 5418666	.08-001-.08-010	26,142.06
Water Capital Improve.	743 5468666	.08-001-.08-003	315,379.69
Revolving Check Fund		4823 - 4834	1,524.03
Total Warrants			\$409,941.21

b.) **Staff Report – Second Quarter Financial Report-June 30, 2016 (Pre-closing)**

Mr. Nelson presented a verbal summary to the Board of Commissioners of a Staff report regarding Second Quarter Financial Reports-June 30, 2016 (Pre-closing), for their review.

c.) **Renewal of Professional Engineering Services Agreement**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff memo regarding a one year renewal of Gray & Osborne’s (G&O) Professional Engineering Agreement, for their review.

The District’s Engineer and General Manager have been in discussions with G&O’s new President, Mr. Mike Johnson and Eric Delfel, regarding G&O providing Engineering Services to the District for one additional year. Methods for improving communication between the District and G&O and for increasing staff levels at G&O were discussed. G&O staff stated they are in the process of increasing staff levels to improve their responsiveness

to the District, as they are willing, able, and committed to providing Engineering Services to the District for the one additional year. District staff recommended the Board of Commissioners renew the District's Professional Engineering Service Agreement with G&O for one year.

Following discussion, by motion passed unanimously, the Board of Commissioners approved renewing the G&O Professional Engineering Services, dated June 26, 2014, for one year.

4.) CAPITAL IMPROVEMENT PROJECT REPORT(S)

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

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report, Gray & Osborne's Progress Estimate No. 1 and recommendation for payment (\$262,898.89) to Marshbank Construction, regarding the Seattle Hill Road Utility Relocation Project, for their review.

Following discussion, by motion passed unanimously, the Board of Commissioners approved Progress Estimate No. 1, and directed staff to process a payment in the amount of \$262,898.89 to Marshbank Construction for the work performed to date.

b.) 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 Hopkins Short Plat, for their review.

Hopkins Short Plat is a residential subdivision located north of 126th Street SE at 14th Avenue SE in unincorporated Snohomish County. This project will construct onsite water and sewer facilities to provide for the plats seven proposed lots. The Developers are Tim & Kimberly Hopkins.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the Developer Extension Agreement for Hopkins Short Plat.

5.) INTER-AGENCY REPORT(S)

a.) Lake Stevens Salary Survey Summary Report

Mr. Curran presented a verbal report to the Board of Commissioners of a Lake Stevens Salary Survey Summary Report.

6.) STAFF REPORTS

a.) District Engineer:

No further report.

b.) Finance Manager:

Mr. Nelson reported he and Mr. Dave Hoagland of Hellam Varon, Inc. continue to discuss the State Auditor's Office preparation of its Annual Audit Report for the District.

c.) Attorney:

No further report.

d.) **General Manager**

Mr. Curran reported that after one final interview with Steve Tolpingrud, the position of Purchasing/Inventory Control Specialist was offered and accepted by Steve. His work station will be relocated to the office just off of the Utility Clerk counter and there will be no current change in his compensation package.

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

This ends the Minutes of the August 10, 2016 special 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 August 10, 2016 special 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 August 25, 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 25th day of August 2016.

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



Bill Anderson, Secretary