

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

August 25, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on August 25, 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 Eric Frimodt with Inslee, Best, Doezie, & Ryder P.S., 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 special meeting of August 10, 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:

<b>Fund</b>	<b>Code</b>	<b>Number</b>	<b>Amount</b>
Water Maintenance	743 5408666	.08-037-.08-070	\$65,754.84
Sewer Maintenance	743 5418666	.08-011-.08-021	264,468.94
Revolving Check Fund		4835 - 4872	12,627.20
<b>Total Warrants</b>			<b>\$342,850.98</b>

b. **Staff Report – Pitney Bowes Lease**

Mr. Nelson provided a verbal summary to the Board of Commissioners of a Staff report regarding a Postage Machine and Letter Folder Lease for their review.

Staff requested the Board of Commissioners authorize the General Manager to execute a six year lease with Pitney Bowes for the existing Postage Machine and smaller Letter Folder.

Following discussion, by motion passed unanimously, the Board of Commissioners approved, and directed the General Manager to execute a six year lease with Pitney Bowes for the existing Postage Machine and smaller Letter Folder.

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.

The first segment of 12-inch main nominally 600 feet long is installed, passed all testing, and has been placed online. The second segment of 1600 feet of 12-inch diameter pipe beginning about 148<sup>th</sup> Street SE heading northerly is now installed, and testing began Wednesday of this week.

Segment 3 construction installation of approximately 1000 total feet of 12-inch main has begun. About 237 feet were installed as of the end of day Monday.

**b.) Developer Extension Agreement – Animal Hospital at Murphy’s Corner**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report and Site map regarding a Developer Extension Agreement for Animal Hospital at Murphy’s Corner, formerly known as Crider Vet Clinic, for their review.

This project is located at 2229-132<sup>nd</sup> Street SE on the north side of 132<sup>nd</sup> Street across from the Old District Office. It is a replacement project of an existing single family home with a commercial structure. The Developer, Crider DAP, LLC, will construct a water main extension and install an onsite hydrant.

By motion passed unanimously, the Board approved and executed the Developer Extension Agreement for Animal Hospital at Murphy’s Corner.

**5.) MAINTENANCE AND OPERATIONS**

**a.) 2015 Aerial Maps in GIS**

Mr. Curran presented a verbal report and visual presentation to the Board of Commissioners regarding 2015 Aerial Maps in GIS.

**b.) Reschedule 9-22-16 Commissioner’s Meeting**

By motion passed unanimously, the Board of Commissioners determined to cancel the regular meeting of the Board on Thursday, September 22, 2016, and to schedule a special meeting of the Board on Tuesday, September 27, 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.) EWUC Water Supply Report**

Mr. Curran provided a verbal summary to the Board of Commissioners of a City of Everett Fact Sheet regarding Everett’s Water Situation, and Everett’s Water Storage Spada Elevation and Water Demand Graphs, for their review.

**b.) Everett Wastewater Treatment CIP**

Mr. Curran provided a verbal report to the Board of Commissioners regarding changes to the Everett Wastewater Treatment CIP and the probable impact to the District’s PWTF Loan.

7.) **STAFF REPORTS**

a.) **District Engineer:**

Mr. Gilmore and Mr. Curran reported to the Board on the Department of Health Sanitary Survey. Mr. Derek Pell met with District staff for three hours in the morning and then was accompanied by Mr. Berger, the District's Operations & Maintenance Manager, on an inspection of the District's Reservoir No. 2 site and a number of Airvac sites. Mr. Pell advised Mr. Curran the District's Water System was well constructed and maintained and that District staff was very professional and competent. A written report on DOH findings will follow.

b.) **Finance Manager:**

Mr. Nelson advised the Board of Commissioners the State Auditor's Audit Exit Interview is tentatively scheduled for Tuesday, August 30, 2016, at 10:00 a.m. Discussion ensued and the Commissioners determined that Commissioner Anderson would attend this Exit Interview.

Mr. Nelson reported that Columbia Bank has informed the District that they can now only match the State Local Government Investment Pool interest rate for the first five million dollars of District deposit. Mr. Nelson explained the Bank understands the District will move any monies that exceed this five million dollar cap to the State LGIP.

Mr. Nelson advised he attended the EWUC Rate Study Sub-committee Meeting today.

Mr. Nelson advised that the EWUC Conservation Committee Program for 2016 provides for hiring a Water Audit Professional to conduct free water audits for customers with high water consumption. District staff worked to determine the District's four largest water consumers and nominated these to EWUC. They have been selected and the Audit's should occur in the next three weeks.

c.) **Attorney:**

Mr. Frimodt reported on proposed legislation being considered by the Department of Revenue (DOR) that impacts sales tax payments for Public Works by requiring local governments, like the District, to send Sales Tax Assessments on the Contractor's work and materials directly to the DOR.

d.) **General Manager:**

No further report.

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

**This ends the Minutes of the August 25, 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 August 25, 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 September 8, 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 8<sup>th</sup> day of September 2016.

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

  
Bill Anderson, Secretary