

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

September 8, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on September 8, 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 and District Engineer Rick Gilmore; Eric Delfel with Gray & Osborne; and John Milne with Inslee, Best, Doezie, & Ryder, 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 August 25, 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	.09-001-.09-029	\$220,568.63
Sewer Maintenance	743 5418666	.09-001-.09-008	477,167.89
Sewer Capital Improve.	743 5448666	.09-001-.09-002	40,673.42
Water Capital Improve.	743 5468666	.09-001-.09-002	458,467.08
Revolving Check Fund		4873 - 4910	43,749.21
Total Warrants			\$1,240,626.23

b.) **Everett WPCF Change of Scope – Impact to District PWTF Loan)**

Mr. Curran provided a verbal summary to the Board of Commissioners of a Memo he sent to Ms. Jacquie Andresen (Department of Commerce) regarding the District’s request to amend the agreement with the PWTF (PC13-961-072 WPCF) to complete the work in the original Scope of Work rather than be held to Everett’s amended Scope of Work and to allow Silver Lake additional time to finish the project, for their review and approval.

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 and Gray & Osborne’s Progress Pay Estimate No. 2 and Letter of Recommendation for payment regarding the Utility Relocation for the Seattle Hill Road Widening Project, for their review. The 12-inch main in Seattle Hill Road is now installed and tie-in work to the District’s grid feeding to Seattle Hill Road is in progress. Pressure testing and purity

sampling for the final two work segments of 12-inch pipe is scheduled to be completed this week, and if successful, tie-in connections are scheduled for next week.

Staff requested the Board review and if in concurrence with Pay Estimate No. 2, direct staff to process a payment in the amount of \$414,326.37 (less retainage, including WA State Sales Tax) to Marshbank Construction for work performed.

Following discussion, by motion passed unanimously, the Board of Commissioners approved Pay Estimate No. 2 and directed staff to process a payment in the amount of \$414,326.37 to Marshbank Construction.

5.) MAINTENANCE AND OPERATIONS

a.) Resolution – IT Systems & Services Update

Mr. Curran presented a verbal summary to the Board of Commissioners of a draft resolution and Electronic Usage Policy, for their review.

Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed Resolution No. 728 and approved the Electronic Usage Policy.

6.) STAFF REPORTS

a.) District Engineer:

No further report.

b.) Finance Manager:

No report.

c.) Attorney:

No further report.

d.) General Manager:

Mr. Curran presented a memorandum from North Shore Utility District informing them of the recent passing of Commissioner Margaret Wiggins.

Mr. Curran reminded the Commissioners of the State Auditor's Office Exit Interview scheduled for 8:00 a.m. on Tuesday, September 13, 2016. Following discussion, the Commissioners determined that Commissioner Anne Backstrom would attend this meeting.

The General Manager requested an Executive Session to discuss matters pursuant to RCW 42.30.110 (1) (i) regarding the Roff claim against the District. 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 6:00 p.m., Commissioner Backstrom advised that the Executive Session would be concluded at 6:05 p.m. The Executive Session concluded at 6:05 p.m. and open public meeting was reconvened.

The Commissioners directed Staff to continue handling the Roff claim by working with the WCIA Insurance Pool Claims Adjuster.

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

This ends the Minutes of the September 8, 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 September 8, 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 September 27, 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 27 day of September 2016.

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



Bill Anderson, Secretary