

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

November 10, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on November 10, 2016, beginning at 5:30 p.m., at the District Administration Building. Attending were Commissioners Bill Anderson, Rod Keppler, and Anne Backstrom. Also present were General Manager Patrick Curran, District Engineer Rick Gilmore, and Finance Manager Brad Nelson; Eric Delfel with Gray & Osborne; and John Milne with Inslee, Best, Doezie, & Ryder P.S., Attorney for the District.

- 1.) **CALL TO ORDER:** Commissioner Keppler called the meeting to order at 5:30 p.m.
- 2.) **APPROVAL OF MINUTES:** The Minutes of the regular meeting of October 27, 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 | .11-001-.11-044 | \$147,909.58 |
| Sewer Maintenance | 743 5418666 | .11-001-.11-007 | 469,461.95 |
| Sewer Capital Improve. | 743 5448666 | .11-001-.11-001 | 6,925.70 |
| Water Capital Improve. | 743 5468666 | .11-001-.11-001 | 7,809.83 |
| Revolving Check Fund | | 4998 - 5005 | 1,480.69 |
| Total Warrants | | | \$633,587.75 |

b.) **Staff Report – Third Quarter Financial Report**

Mr. Nelson provided a verbal summary to the Board of Commissioners of a Third Quarter Financial Report, September 30, 2016 (Pre-closing), for their review.

c.) **Staff Report – 2017 Salary and Wage Forecast**

Mr. Nelson presented a verbal summary to the Board of Commissioners of a Staff report regarding the 2017 Salary and Wage Forecast, for their review. Mr. Curran advised that in December 2016 he will bring Salary and Wage adjustments for specific employees based on performance and job promotions.

d.) **PWTF Loan Update**

Mr. Curran presented a verbal summary to the Board of Commissioners of an email received from Ms. Jacquie Andresen (Department of Commerce) regarding the Everett Water Pollution Control Facility Expansion PWTF project, for their review. Ms. Andresen informed the District of their decision to allow scope changes to proceed, and will work to get the scope requests and revised language in their system, and send them via email to the

District. Once signed, she requested a hard copy be sent back to her so their Board Chair can execute them.

4.) CAPITAL IMPROVEMENT PROJECT(S)

a.) Staff Report – G&O Scope of Work and Fee Proposal for 725 Zone Expansion

Mr. Gilmore provided a verbal summary to the Board of Commissioners of a Staff report and Gray & Osborne's Scope of Work and Fee Proposal, regarding the 725 Zone Expansion Improvements, for their review.

This project is identified in the Capital Improvement Project development to be included in the District's Comprehensive Water Plan update. When completed, the project will improve the available system pressure to a portion of the Snohomish Cascade neighborhood, impacting approximately 50 homes located next to the District's current 725 Zone Boundary, but served by facilities in the District's 640 Zone. If the nominal 640 Zone Hydraulic Grade line is reduced below the 630 foot elevation, the pressure to these homes can drop below 30 psi. This project will raise their system pressure above 75 psi, by extending the 725 Zone to provide the water service to the transferred homes.

The District will then have the flexibility to reduce the 640 Zone to a hydraulic grade as low as 605 elevation, while maintaining a line pressure of over 45 pounds minimum to all service connections in this zone. Master Meter No. 10 ties to the Alderwood Water & Wastewater District (AWWD) facilities in the AWWD nominal 635 Zone. The District's ability to create a hydraulic grade differential through Master Meter No. 10 will be improved allowing a greater taking rate in high demand periods. It is estimated that Master Meter No. 10 could provide flows approaching three million gallons per day after these improvements are in place.

Gray & Osborne has requested to provide design and bid assistance services in an amount not-to-exceed \$48,400.00. The work will include SEPA Checklist preparation, survey, design, preparation of contract documents, and bid assistance. Staff requested the Board of Commissioners review the Gray & Osborne Scope of Work and Fee Proposal, and if in agreement, approve the proposal to perform these services for an amount not-to-exceed \$48,400.00, without prior District written authorization.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the Gray & Osborne Scope of Work and Fee Proposal in an amount not-to-exceed \$48,400.00, without prior written authorization from the District.

5.) MAINTENANCE AND OPERATIONS

a.) Release of Claim – Mr. Thomas

Mr. Curran presented a verbal summary to the Board of Commissioners of a Property Damage Release Form received regarding a sewer back-up on 60th Drive SE (Mr. Thomas), for the amount of \$1,709.27, for their information.

b.) Deny of Claim – Mr. Arkell

Mr. Curran presented a verbal summary to the Board of Commissioners of a Claim for Damages (Mr. Arkell-driveway) regarding a 9-28-16 blow-off water valve incident, which has been denied.

c.) **MRSC Rosters (Small Works, Consultant, & Vendors)**

Mr. Curran presented a verbal summary to the Board of Commissioners of the MRSC Roster Contract that will be due before December 1, 2016, for their review.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the MRSC Rosters Contract (Small Works, Consultants, and Vendors) and instructed the General Manager to sign the Contract and to request staff to forward the Annual Membership Fee of \$120.00 to MRSC Rosters before December 1, 2016.

6.) **INTER-AGENCY REPORT(S)**

a.) **Proposed King County Franchise Ordinance**

Mr. Curran provided a verbal summary to the Board of Commissioners regarding the Proposed King County Franchise Ordinance providing for “rent charges” for utilities using King County roads. He suggested that Snohomish County may adopt this approach in its franchise agreements with the utility providers in the County, including the District. Mr. Milne provided a brief overview of the issues and objections submitted by various King County utilities to an ordinance regarding franchises adopted by the King County Council on November 7, 2016.

7.) **STAFF REPORTS**

a.) **District Engineer:**

No further report.

b.) **Finance Manager:**

Mr. Nelson advised the Commissioners Bank of America has determined to no longer provide banking services to public agencies so the District will close its cash deposit account with BAC and start a new banking relationship with another bank conveniently located to the District.

Mr. Nelson reported the District’s Open enrollment period for insurance is November 4 to November 14, 2016. On November 2 the District held an all staff meeting for a formal presentation of the plan choices to staff. All plan choices were provided to all staff on October 31, 2016 for their review. At the meeting on November 2, staff heard presentations from Brian Wisler and Julie Brinkmann, of Sound Consulting Services, regarding 2017 medical, dental and vision coverages and basic Medicare/Medicaid overview, coordination of benefits and available resources; Susie Berard, of Gallagher VEBA, presented a VEBA overview and answered questions regarding the District paying unused leave time upon retirement to such employees VEBA account; and Eric Mathieu, Washington Department of Retirement presented PERS II and PERS III Programs, planning retirement and resources available to Plan Members.

After the all staff meeting the District employees were given the opportunity to meet individually with each of the representatives to discuss specific questions.

Mr. Curran stated that this meeting was well received by staff.

c.) **Attorney:**

No further report.

d.) **General Manager:**

Mr. Curran reported the District is now scheduled for a CUP Hearing on its Headquarter site Improvements on November 30, 2016. He stated he received a draft Planning and Development Services Recommendation to the Snohomish County Hearing Examiner. After his quick review he found no unanticipated conditions.

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

This ends the Minutes of the November 10, 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 November 10, 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 November 22, 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 22 day of November 2016.

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



Bill Anderson, Secretary