

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

November 22, 2016

The special meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on November 22, 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 November 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	577952 - 577979	\$54,043.16
Sewer Maintenance	743 5418666	.11-008-.11-015	238,142.34
Sewer Capital Improve.	743 5448666	.11-002-.11-002	9,183.12
Water Capital Improve.	743 5468666	.11-002-.11-004	70,042.46
Revolving Check Fund		5006 - 5045	9,581.36
<b>Total Warrants</b>			<b>\$380,992.44</b>

b.) **Staff Report – 2017 Capital Projects**

Mr. Nelson provided a verbal summary to the Board of Commissioners of a Staff report regarding 2017 Capital Projects, for their review.

c.) **Staff Report – 2017 Contracted Service Rates – Water and Sewer**

Mr. Nelson provided a verbal summary to the Board of Commissioners of a Staff report regarding 2017 Contracted Service Rates for Water and Sewer, for their review.

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.

District staff met with Marshbank Construction responding to their submitted request for additional compensation for specific site encountered work elements. A summary of the review status is as follows:

- Thirty-three claim items were submitted for consideration with a total value of \$65,332.58;
- Thirty claims have been reviewed and District staff and Marshbank Construction have agreed on the claims applicability and/or adjustments that now total \$46,549.56;
- Three claims are still in discussion, with an initial value total of \$7,165.35 for the combined three claims.

In addition, the District and Marshbank Construction re-evaluated the means to perform the final asphalt patching to meet County imposed conditions. The original unit price approach was deemed inappropriate. Marshbank Construction agreed to utilization of a subcontractor to grind and pave, for a lump sum value that includes the subcontractors grinding cost and actual asphalt material tonnage values that with the markup of subcontractor efforts total \$61,041.75. This is less than the original unit price approach and this value will be included in the final change order.

Staff will continue discussions with Marshbank Construction and a final change order is anticipated to be presented to the Board in December 2016. The change order will include resolution of the three remaining claim items and the final HMA paving costs, with sales tax added.

## **5.) MAINTENANCE AND OPERATIONS**

### **a.) Headquarter Site - Signage**

Mr. Curran presented a verbal report and examples to the Board of Commissioners of signage for the District Headquarter and Lift Station sites, for their review.

## **6.) INTER-AGENCY REPORTS**

### **a.) Department of Health – Sanitary Survey**

Mr. Curran provided a verbal summary to the Board of Commissioners of an email dated November 16, 2016, from Derek Pell (DOH) regarding the District Sanitary Survey Letter to DOH dated November 10, 2016.

## **7.) STAFF REPORTS**

### **a.) District Engineer:**

Mr. Gilmore provided a verbal report that Reservoir No. 2 was put back online November 16, 2016.

### **b.) Finance Manager:**

Mr. Nelson reported he and Mr. Curran had a telephone conference with representatives of Standard & Poor's regarding the financial practices and policies of the District. They have new rating criteria and will issue a new Bond rating for the District sometime in the future.

Mr. Nelson advised that the Open Enrollment Period for 2017 Health Insurance Plans has closed.

c.) **Attorney:**

Mr. Milne presented an update to the Commissioners on the new King County approach to rent its right-of-way to utilities through its Franchise Agreements.

d.) **General Manager:**

Mr. Curran reminded the Commissioners of the Retirement Party scheduled for Friday, December 2, 2016, from 4:00 p.m. to 6:30 p.m., at the District's Headquarter Site, for District employee Mary Eastman.

Following discussion, by motion passed unanimously, the Commissioners issued a proclamation commending Mary Eastman for her many years of dedicated service to the District.

Mr. Curran requested the Commissioners adopt Resolution No. 731 clarifying Resolution No. 730 providing for payment of Health insurance premiums for employees and Commissioners of the District.

Following discussion by motion passed unanimously, the Commissioners adopted Resolution No. 731 clarifying Resolution No. 730 providing for payment of health insurance premiums for employees and Commissioners of the District.

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

**This ends the Minutes of the November 22, 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 November 22, 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 December 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 December 2016.

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

  
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Bill Anderson, Secretary