

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

December 22, 2016

The special meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on December 22, 2016, beginning at 2:00 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 2:00 p.m.
- 2.) **APPROVAL OF MINUTES:** The Minutes of the regular meeting of December 8, 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:

Fund	Code	Number	Amount
Water Maintenance	743 5408666	.12-043-.12-071	\$34,142.83
Sewer Maintenance	743 5418666	.12-009-.12-013	16,726.92
Sewer Capital Improve.	743 5448666	.12-001-.12-002	21,999.86
Water Capital Improve.	743 5468666	.12-003-.12-004	27,819.25
Revolving Check Fund		5070 - 5091	36,990.31
Total Warrants			\$137,679.17

b.) **Staff Report – Standard & Poor’s Global Bond Rating Determination**

Mr. Nelson provided a verbal summary to the Board of Commissioners of a Staff report regarding Standard & Poor’s Global Bond Rating Determination, for their review. The District’s rating was increased to AA+.

c.) **Staff Report – Voided Checks (#10030 – #10058)**

Mr. Curran provided a verbal summary to the Board of Commissioners of a Staff report regarding Voided Checks (#10030 – #10058), for their review.

4.) **MAINTENANCE AND OPERATIONS**

a.) **Water Main Break 1021-126th Street SE, Everett**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding a water main break at 1021-126th Street SE, Everett, for their review. On Tuesday, December 13, 2016, the Duty responder received a phone call regarding a possible water main break. Mr. Berger (O&M Manager) met the Duty responder onsite just after 6:00 a.m., to confirm it was a break in the main. A crew was assembled and a Vactor

truck was used to excavate the site. The 10" water main was approximately six feet deep. At 12:30 p.m., the water main repairs were complete and flushing began at 1:00 p.m., ending at 3:30 p.m., when customer service was restored. It is estimated that 20,000 gallons of water was lost due to the break. The 10" Cast Iron pipe is 50 years old.

There was no apparent damage to the home other than water outside of the structure that dissipated soon after the Vactor truck started excavation after 8:00 a.m. A vacant field just to the east of this property held most of the water during the break event.

At 4:30 p.m., Mr. Berger was contacted by the homeowner who stated her husband looked into the crawl space and determined it was full of water. Mr. Berger advised her to contact her insurance company and the District would contact its insurance provider.

b.) Sewer Overflow – Seattle Hill Elementary

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report and diagram regarding sewer overflow at Seattle Hill Elementary School, for their review.

On December 16, 2016, the District office was notified of a broken water pipe at Seattle Hill Elementary. The Duty responder took the call from the answering service at 4:45 p.m. Mr. Berger arrived onsite and proceeded to the ball field just north of the school. It was observed that it was a sewer backup, not a water main issue. Along the north fence line, the District's sewer line was overflowing at the shallow manhole. The manhole at the south end of the field was also overflowing through the pick hole located in the lid. Crew brought in a Vactor truck at 5:15 p.m. to the site because of the probable blockage.

While crew prepared equipment, Mr. Berger located the sewer manhole in the backyard of the John D. County Short Plat and discovered the manhole was surcharged and the sewage level was two feet from the top of the rim. The line was clogged with grease and rags and was soon free flowing. This same main line segment on the easement experienced a broken side sewer that the District repaired in 2013. This line is scheduled for a video inspection to confirm that no other sewer line problems exist.

The spill was reported to D.O.E. by voice message at 7:45 p.m. It is estimated that 50 gallons of sewage (liquid only from the pick hole located on the lids) left the sewer manhole and was contained to the immediate area with no runoff. The small amount of sewage lost was attributed to an observant adjacent neighbor by his calling the District as soon as he heard water running. Mr. Berger contacted the neighbor to thank him for calling this in.

5.) INTER-AGENCY REPORTS

a.) Everett Water Supply Report

Mr. Curran provided a verbal summary to the Board of Commissioners of an Everett Water Situation Fact Sheet, for their review.

b.) WASWD Commissioner Workshop 02/04/2017

Mr. Curran presented a verbal summary to the Board of Commissioners of the 2017 Commissioner's Workshop to be held on Saturday, February 4th, 2017, from 8:30 a.m. to 3:00 p.m., at the Embassy Suites Hotel in Lynnwood, WA. He communicated with the

Commissioners if they wished to attend this conference that he would request staff register them.

Following discussion it was noted that Commissioner Backstrom and Commissioner Anderson would attend this workshop.

6.) **STAFF REPORTS**

a.) **District Engineer:**

Mr. Gilmore provided a report to the Board of Commissioners regarding a Snohomish County Bid Opening for its Seattle Hill Road Improvement Project.

b.) **Finance Manager:**

Mr. Nelson advised that staff is considering Wells Fargo Bank and Key Bank as the new bank for cash deposits.

c.) **Attorney:**

Mr. Milne reported on the new King County Franchise that will impose a rental fee on utilities for use of the King County Right-of-way. He will keep the District further advised.

d.) **General Manager:**

No further report.

The General Manager requested an Executive Session to discuss pending litigation pursuant to RCW 42.30.110 (1) (i) regarding Silver Lake Water and Sewer District v. D.O.R. A motion was made, seconded, and unanimously approved by the Board of Commissioners to convene to an Executive Session on that basis. Before convening to the Executive Session at 2:18 p.m., Commissioner Keppler advised that the Executive Session would be concluded at 2:23 p.m. The Executive Session concluded at 2:23 p.m. and the open public meeting reconvened.

Following discussion of various matters, the Board of Commissioners unanimously approved a motion directing Mr. Curran to engage the law firm of Jonson & Jonson to file a Request for Reconsideration with the Director of the D.O.R.

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

This ends the Minutes of the December 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 December 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 January 12, 2017, 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 12th day of January 2017.

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



Bill Anderson, Secretary