

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

January 12, 2017

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on January 12, 2017, 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; Eugene Matt with Matt & Associates, Inc., 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 special meeting of December 22, 2016 were unanimously approved as circulated.

3.) ELECTION OF OFFICERS:

Following discussion, by motion made, seconded, and carried unanimously, the Commissioners elected Anne Backstrom as President, Bill Anderson as Vice President, and Rod Keppler as Secretary for 2017. Commissioner Backstrom then presided over the remainder of the meeting.

4.) 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	.01-001-.01-049	\$301,640.00
Sewer Maintenance	743 5418666	.01-001-.01-012	644,473.41
Sewer Capital Improve.	743 5448666	.01-001-.01-001	53,291.60
Water Capital Improve.	743 5468666	.01-001-.01-002	39,006.82
Revolving Check Fund		5092 - 5120	9,474.66
Total Warrants			\$1,047,886.49

5.) CAPITAL IMPROVEMENT PROJECT(S)

a.) Staff Report – Fourth Quarter Bills of Sale

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report listing the accepted Fourth Quarter Bills of Sale for Developer Extension, representing \$199,146.18 of utility infrastructure added to the District by Developer contribution for

their review. Following discussion, the Board of Commissioners acknowledged acceptance of the Bills of Sale for:

3 rd Quarter	Water	Sewer
Seattle Ridge Plat	\$66,107.60	\$47,263.04
Raj Gill Short Plat	0.00	18,359.00
Archbishop Murphy St. Thomas Chapel	67,416.54	0.00
TOTALS	\$133,524.14	\$65,622.04

The total Developer 2016 contributed value for water and sewer facilities to date is \$2,071,712.61.

6.) MAINTENANCE AND OPERATION REPORT(S)

a.) Staff Report – Dirty Water Calls

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report and attached maps regarding dirty water calls received following a fire hydrant issue owned, operated, and maintained by the City of Everett at 12707-22nd Avenue SE, Everett.

On Sunday, January 8, 2017, starting at approximately 7:00 a.m., the District’s Duty responder received 21 phone calls from the District’s answering service regarding cloudy water. Unaware of what triggered the event, he saw on the news that the City of Everett was onsite north of Monroe Elementary School with a fire hydrant issue.

The Duty responder arrived onsite at approximately 9:30 a.m. and learned from Everett crews that the fire hydrant had not been properly restrained on the pipe by the original contractor (in 1998) causing it to blow off of the pipe. The Duty responder acknowledged all of the customer calls received during the event advising them that Everett had a water event close to the District and it stirred up the water, but that the water was still safe to drink.

On Monday, January 9, 2017, Ron (District O&M Manager) called the City of Everett and spoke to Mr. Jim Spooner (Water O&M Supervisor). He stated the event began around 7:00 a.m. and their crews responded to get the repair made in a timely manner. City crews flushed the water mains in the area on Sunday.

b.) Floater Days for 2017

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff memo regarding use of 2017 District Floating Holidays, for their review. Presented for consideration were the following dates:

Monday, July 3, 2017	The District would be closed on Monday, July 3, 2017 (Floater) and Tuesday, July 4, 2017 (Holiday).
Tuesday, December 26, 2017	The District would be closed on Monday, December 25, 2017 (Holiday) and Tuesday, December 26, 2017 (Floater).

This will leave one Floating Holiday in 2017 for staff to use at their discretion.

Following discussion, by motion passed unanimously, the Board of Commissioners approved all District staff using these Floating Holidays on Monday, July 3rd, 2017 and Tuesday, December 26, 2017.

7.) STAFF REPORTS

a.) District Engineer:

No further report.

b.) Finance Manager:

Mr. Nelson advised that District staff have selected Key Bank at Mill Creek as the District's cash deposit bank.

c.) Attorney:

No further report.

d.) General Manager:

Mr. Curran introduced Mr. Eugene Matt (Matt & Associates, Inc.) to the Board of Commissioners. Mr. Matt will provide consulting services to the District under the terms of the Agreement provided to the Board for their review.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the Agreement with Matt & Associates, Inc. and authorized the President of the Board to sign the Agreement on the District's behalf. The Board also designated District staff Shelley Stevens as the primary contact person for Mr. Matt. Mr. Matt will provide a draft "Ideal Candidate" profile for Commissioner comment. Mr. Curran will provide Mr. Matt with District salary range information for the General Manager position. Mr. Matt advised he would attend the next Commissioner Meeting.

The General Manager requested an Executive Session to discuss litigation matters pursuant RCW 42.30.110 (1) (i) regarding the District's Seattle Hill Road Project. A motion was made, seconded and unanimously approved by the Board of Commissioners to convene to an Executive Session to discuss these matters. Before convening to the Executive Session at 5:35 p.m., President Backstrom advised that the Executive Session would be concluded at 5:50 p.m. The Executive Session concluded at 5:50 p.m. and the open public meeting reconvened.

Following discussion, by motion passed unanimously, the Board of Commissioners directed Mr. Curran to work with Maryann Richard of Evergreen Adjustment Services to settle this matter in accordance with the terms she provided to the District.

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

This ends the Minutes of the January 12, 2017 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 January 12, 2017 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 January 26, 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 26th day of January 2017.

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



Rod Keppler, Secretary