

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

February 23, 2017

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on February 23, 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 Backstrom called the meeting to order at 5:30 p.m.

**2.) APPROVAL OF MINUTES:**

The Minutes of the regular meeting of February 9, 2017 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	.02-032-.02-069	\$84,730.04
Sewer Maintenance	743 5418666	.02-013-.02-021	61,492.17
Sewer Capital Improve.	743 5448666	.02-002-.02-004	61,425.81
Water Capital Improve.	743 5468666	.02-003-.02-005	57,928.84
Revolving Check Fund		5164 - 5184	55,883.74
<b>Total Warrants</b>			<b>\$321,460.60</b>

**b.) Staff Report – Public Disclosure Commission Reporting**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding the Public Disclosure Commission Financial Affairs Statement that Commissioners need to have submitted no later than April 15, 2017, for their review.

**4.) STAFF REPORTS**

**a.) District Engineer:**

Mr. Gilmore informed the Board of Commissioners that changes to the Contract Scope of Work and Fees with Page & Beard and Gray & Osborne will be presented for the Headquarters Improvement Project. The cost and scope changes will include the additional expanded restroom and laundry in the Maintenance Building and other discovered necessary work to complete the Project plans.

**b.) Finance Manager:**

No further report.

**c.) Attorney:**

Mr. Milne reported to the Board of Commissioners the legal challenges to the new King County Franchise Fees imposed on utilities that are arguably taxes and consequently illegal.

**d.) General Manager:**

Mr. Curran presented to the Board of Commissioners the Everett Water Situation Fact Sheet and Everett Water Storage Spada Elevation graph that he received at the EWUC Meeting dated February 16, 2017, for their review.

Mr. Curran presented to the Board of Commissioners a District Headquarter site and Reservoir No. 4 site map, for their review. These maps were created for a discussion regarding some District staff relocating to the old District office during construction at the District's Headquarter site. Following discussion, by motion passed unanimously, the Board approved and directed the General Manager and staff to implement the plan to relocate some staff to the old District office during construction at the District's Headquarter site.

Mr. Curran presented a verbal summary to the Board of Commissioners of an Agreement for Consulting Services and Exhibit "A" that was received from Mr. David Hoagland (Clifton, Larson, and Allen), for their review.

Staff requested the Board of Commissioners direct the General Manager to execute the Audit Engagement Letter. Following discussion, by motion passed unanimously, the Board approved and directed the General Manager to execute the Audit Engagement Letter provided by Mr. David Hoagland of Clifton, Larson, and Allen.

The General Manager requested an Executive Session to discuss a matter pursuant to RCW 42.30.110 (1) (g) regarding the ideal candidate for the General Manager position and to discuss potential applicants for the position. 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 6:10 p.m., President Backstrom advised that the Executive Session would be concluded at 6:20 p.m. The Executive Session concluded at 6:20 p.m. and the open public meeting reconvened.

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

**This ends the Minutes of the February 23, 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 February 23, 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 March 9, 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 9<sup>th</sup> day of March 2017.

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

  
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Rod Keppler, Secretary