

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

April 13, 2017

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on March 9, 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; Michael Johnson with Gray & Osborne; Curt Brees with Cross Valley Water District, and Kathy Weber 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 special meeting of March 22, 2017 and regular meeting of March 23, 2017 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	.04-001-.04-064	\$158,650.42
Sewer Maintenance	743 5418666	.04-001-.04-011	502,128.82
Sewer Capital Improve.	743 5448666	.04-001-.04-004	32,745.38
Water Capital Improve.	743 5468666	.04-001-.04-006	67,140.72
Revolving Check Fund		5267 - 5290	3,187.19
Total Warrants			\$763,852.53

4.) CAPITAL IMPROVEMENT PROJECT(S)

a.) 2017 Water Comprehensive Plan – G&O Report

Mike Johnson provided an outline of the 2017 Water System Plan to the Commissioners. He advised that the Silver Lake Water & Sewer District Comprehensive Water System Plan (Plan) provides a long-term planning strategy for the District's water utility over the 6-, 10- and 20-year planning periods. The Plan has been prepared consistent with Department of Health requirements as specified in the Washington Administrative Code (WAC) Chapter 246-290. The Plan represents a commitment by the District to pursue and implement the Plan's recommendations and capital improvements. Following discussion, by motion unanimously approved, the Commissioners scheduled a Public Hearing in the Administration Building of the Silver Lake Water & Sewer District, 15205-41st Avenue SE, Bothell, WA, at 5:30 p.m., or as soon thereafter as can be heard, on Thursday, April

27, 2017 for the purpose of accepting public testimony on the adoption of the 2017 Comprehensive Water System Plan.

b.) Page & Beard Scope and Fee Increase-Headquarter Project

Mr. Curran reported that the Page & Beard Architectural firm is requesting a modification of their Scope of Work for services to meet the expanded scope of work for them and for their subcontractors requested by District staff in a fee increase of \$47,801.80 for this Extra Services No. 2 modification to their contract with the District. These Extra Services if accepted will bring Page & Beards not-to-exceed contract value total to \$272,323.80. Mr. Curran requested that the Board, by motion, accept the added scope of services and increase Page & Beard's approved contract limits by \$47,801.80 to a not-to-exceed value of \$272,323.80 without prior District approval and to direct the General Manager to execute Extra Services No. 2 to the Page & Beard Contract for Services to the District.

Following discussion, by motion unanimously approved, the Commissioners accepted and approved the added Scope of Services and to increase Page & Beard's approved contract limits by \$47,801.80 to a not-to-exceed value of \$272,323.80 without prior District approval and to direct the General Manager to execute Extra Services No. 2 to the Page & Beard Contract for Services to the District.

c.) Developer Extension Reports

Mr. Curran presented a verbal summary to the Board of Commissioners of two Developer Extension Agreements, for their review.

Oak Height Estates 2 Project is located adjacent to and south of Seattle Hill Road across Seattle Hill Road from the Plat of Larimer Crossing. This project is in the Cross Valley Water District Lowell Larimer Sewer Service Area. The proposed project is an extension of the District sewer facilities to serve a residential single family plat of 11 lots.

Tambark Corner Project is located at the Northeast corner of the intersection of 180th Street SE and 35th Avenue SE. The proposed project is an extension of the District's water and sewer facilities to serve a residential common wall constructed development of 18 units.

Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed the Developer Extension Agreements for the Oak Height Estates 2 Project and Tambark Corner Project.

d.) First Quarter Bills of Sale for Acceptance

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding First Quarter Bills of Sale, for their review.

5.) MAINTENANCE AND OPERATION REPORT(S)

a.) General Manager Contract

Mr. Curran provided a verbal report to the Board of Commissioners on a draft Contract provided to Mr. Curt Brees regarding his employment with the District as General Manager, for their review and approval. Mr. Brees was present and provided three originals of the Contract signed by him.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the Contract and authorized the President of the Board to execute each original document.

b.) WCIA 2017 Annual Review & Audit

Mr. Curran provided a verbal summary to the Board of Commissioners on the WCIA 2017 Annual Review and Audit received on April 4, 2017.

c.) Staff Report – Utility Maintenance Worker 2.

Curran provided a summary to the Board of Commissioners of a Staff report regarding staff proceeding with a process to hire a Utility Maintenance Worker 2. The Board directed Mr. Curran to proceed with this hiring process.

d.) Security Committee Report

Mr. Curran provided a verbal summary to the Board of Commissioners on a Security Committee report, for their review. Following discussion, by motion passed unanimously, the Board directed Mr. Curran to proceed with improving the security of the District Headquarter site.

6.) STAFF REPORTS

a.) District Engineer:

No report.

b.) Finance Manager:

No report.

c.) Attorney:

No Report.

d.) General Manager:

Mr. Curran presented a verbal summary to the Board of Commissioners of an email received regarding the passing of Commissioner Arne Lind of Ronald Wastewater District.

Mr. Curran advised the Board on the process for renewing the District's Franchise Agreement with Snohomish County. The Commissioners directed Mr. Curran to proceed with this application.

As required by his Contract of Employment with the District, Mr. Curran provided the Commissioners with his written letter of resignation, effective June 1, 2017.

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

This ends the Minutes of the April 13, 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 April 13, 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 April 27, 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 27th day of April 2017.

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



Rod Keppler, Secretary