

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

April 27, 2017

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on April 27, 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; and John Milne with Inslee, Best, Doezie, & Ryder P.S., Attorney for the District. Curt Brees, future General Manager of the District, was also present.

**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 April 13, 2017 were unanimously approved as circulated.

**3.) Resolution No. 734 – Adopt Water Use Efficiency Plan Update**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the adoption of the 2017 Water Use Efficiency Program and Goals, for their review. The intent of the program is to remain unchanged and the District continues efforts to improve the system operations to meet the program goals of maintaining an efficient system and to reduce the loss of water from the District's system. Since the last update to the program, there have been added measures that allow the District to document and enhance efforts to meet the program goals, such as implementation of a seasonal rate structure to promote conservation during peak summer demand periods, successfully encouraging participation of the District's higher use customers in the Everett Water Utility Committee's (EWUC) Water Audit Program, and full cooperation with the Drought Operations Program procedures established by Everett and the EWUC.

Staff requested the Board review the generated revisions to the Water Use Efficiency Plan and if in agreement, adopt the 2017 updated Water Use Efficiency Plan and Goals by resolution. Following discussion, by motion passed unanimously, the Board adopted the 2017 Water Use Efficiency Plan and Goals by Resolution No. 734.

**4.) Resolution No. 735 – Adopt 2017 District Standards for Construction**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding adoption of the 2017 District Standards for their review. The Board last adopted revised District Standards in March of 2014. District Staff along with Gray & Osborne performed a review and proposed update of the standards. The most significant change is the standardization on the ship's ladder for access to any vault exceeding 4-foot in depth. This change was selected to bring all new construction into compliance with recent occupational safety rules for fall protection. The use of a ship's ladder allows entry without a full fall

protection harness and reduces the required manpower and equipment requirements for entering the vaults.

Staff requested the Board review the generated revisions to the Standards, and if in agreement, adopt the 2017 Developer Standards by resolution. Following discussion, by motion passed unanimously, the Board of Commissioners adopted the 2017 Developer Standards by Resolution No. 735.

**5.) Hearing – 2017 Comprehensive Water System Plan**

Commissioner Backstrom opened the Public Hearing to consider updates to the 2017 Comprehensive Water System Plan. Mr. Curran reported that the Commissioners set a Hearing date of April 27, 2017, and notice of such Hearing was published on April 14, 2017. Mr. Delfel presented a summary of the draft Comprehensive Water System Plan for the Board of Commissioners review.

Mr. Curran recommended the Commissioners adopt Resolution No. 736 regarding the 2017 Comprehensive Water System Plan. With no one else wishing to speak, Commissioner Backstrom closed the Hearing.

**6.) Resolution No. 736 – Adopt 2017 Comprehensive Water System Plan**

Following discussion, by motion passed unanimously, the Board of Commissioners adopted Resolution No. 736, adopting the 2017 Comprehensive Water System Plan and directed staff to circulate this Comprehensive Plan for review and comment in accordance with State Law.

**7.) 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:

<b>Fund</b>	<b>Code</b>	<b>Number</b>	<b>Amount</b>
Water Maintenance	743 5408666	.04-065-.04-103	\$198,747.55
Sewer Maintenance	743 5418666	.04-012-.04-020	625,647.98
Sewer Capital Improve.	743 5448666	.04-005-.04-006	26,141.04
Water Capital Improve.	743 5468666	.04-007-.04-009	73,731.59
Revolving Check Fund		5291 - 5315	44,761.83
<b>Total Warrants</b>			<b>\$969,029.99</b>

**b.) Staff Report – 2017 Pass-through Water and Sewer Rate Increase**

Mr. Nelson presented a verbal summary to the Board of Commissioners of a Staff report regarding 2017 Pass-through Rate Increases, for their review. Following discussion, by motion passed unanimously, the Board of Commissioners adopted Resolution No. 738, providing for equitable pass through of Everett and AWWD wholesale rate increases for water and sewer to the various customer classes of the District.

**8.) INTER-AGENCY REPORTS**

**a.) Everett Water Storage Spada Elevation Sheet**

Mr. Curran presented a verbal summary to the Board of Commissioners regarding Everett's Water Situation Fact Sheet and the Everett Water Storage Spada Elevation graph as of April 15, 2017.

**b.) Resolution No. 737 – Authorizing the GM to Sign Snohomish County Storm Water Facility Easement for Headquarter Site**

Mr. Curran provided a verbal summary to the Board of Commissioners of a draft resolution authorizing the District General Manager to sign the Snohomish County Storm Water Facility Easement for District property located at 15205-41<sup>st</sup> Avenue SE, Bothell, Washington, for their review.

Following discussion, by motion passed unanimously, the Board of Commissioners adopted Resolution No. 737, authorizing the District General Manager to sign the Snohomish County Storm Water Facility Easement for the District's property located at 15205-41<sup>st</sup> Avenue SE, Bothell, Washington.

**9.) STAFF REPORTS**

**a.) District Engineer:**

No further report.

**b.) Finance Manager:**

No further report.

**c.) Attorney:**

No further report.

**d.) General Manager:**

No further report.

The General Manager requested an Executive Session to discuss a matter pursuant to RCW 42.30.110 (1) (i) regarding potential litigation with Full Bore and Comcast. 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 6:48 p.m., President Backstrom advised that the Executive Session would be concluded at 6:55 p.m. The Executive Session concluded at 6:55 p.m. and the open public meeting reconvened.

Following discussion, by motion passed unanimously, the Board of Commissioners directed the General Manager to work with Mr. Milne to seek reimbursement from Full Bore and from Comcast for the damages and repair cost for the broken sewer pipe at 11009 30<sup>th</sup> Drive SE, Everett, WA.

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

**This ends the Minutes of the April 27, 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 27, 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 May 11, 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 11<sup>th</sup> day of May 2017.

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

  
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Rod Keppler, Secretary