

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

June 8, 2017

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on June 8, 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 Curt Brees, District Engineer Rick Gilmore, Finance Manager Brad Nelson, Operations and Maintenance Manager Ron Berger, Utility Worker II Jeremiah Jenkins; Eric Delfel with Gray & Osborne; 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 May 25, 2017 were unanimously approved as circulated.

3.) EMPLOYEE INTRODUCTION

Mr. Berger introduced a new District employee, Jeremiah Jenkins, starting as a Utility Worker II.

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	.06-001-.06-032	\$124,722.98
Sewer Maintenance	743 5418666	.06-001-.06-006	7,448.87
Water Capital Improve.	743 5468666	.06-001-.06-004	389,261.95
Revolving Check Fund		5373 - 5386	3,790.62
Total Warrants			\$525,224.42

5.) CAPITAL IMPROVEMENT PROJECT(S)

a.) Resolution No. 740-Authorize GM to Sign Statutory Warranty Deed

Mr. Brees provided a verbal summary to the Board of Commissioners of a draft resolution authorizing the General Manager to sign a Statutory Warranty Deed, dedicating right-of-way to Snohomish County as required by the Conditional Use Permit (CUP) and Building Permits for the Headquarters site project, for their review.

Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed Resolution No. 740, authorizing the General Manager to sign a

Statutory Warranty Deed granting the right-of-way to Snohomish County for the District's property located at 15205-41st Avenue SE, Bothell, Washington.

b.) Staff Report – District Headquarters Project

Mr. Gilmore provided a verbal summary to the Board of Commissioners of a Staff report regarding the District's Headquarter Site project, for their review. The design and bid assistance for development of the District's permitting and construction documents was performed by Page & Beard for the building improvements and by Gray & Osborne for the site work improvements. The District requested both Gray & Osborne and Page & Beard submit Scope of Services and proposed fees for continuing their participation to provide construction management during the construction phase, including submittal review and inspection services. District staff will present final proposals for each firm's performance of these services to the Commissioners for their consideration at the next Board meeting on June 22, 2017. Additionally, Mr. Brees reported a pre-bid site walk-through was held with prospective bidders on Thursday, June 8. The walk was well attended by prospective bidders for the project. During the question and answer segment of the pre-bid walk, the prospective bidders suggested that the District add additional time to the construction schedule to account for current contractor and materials provider's schedules and work load. It is anticipated that 60 days will be added to the construction schedule when an addendum to the bid is issued.

c.) Staff Report – 725 Zone Improvements Project

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the 725 Zone Improvements Project, for their review.

Design layout for the 725 Zone Improvements is in a form almost ready to solicit bid proposals. The District preliminarily submitted the plans to the County for their "pre-design review" where the County may identify additional construction improvements through their Engineering Design & Development Standards (EDDS) process. According to the EDDS, the District may be required to complete improvements in the intersection of Puget Park Drive SE and Snohomish Cascade Drive SE that will, at a minimum, require improvements to the north half of the intersection, including two ADA access ramp upgrades. County staff indicated that upon official submittal, their review may expand the improvements to the full intersection and two additional ADA ramps. To include any of these additional improvements in the final plans, additional survey and design will be required for the unanticipated intersection improvements. Gray & Osborne has indicated they have budget remaining that could be used for the additional survey and design of ADA ramp facilities adequate to present to the County for their formal review comments. Depending on the extent of the County review comments, additional design and construction work may be required if the full intersection improvements are requested. Staff has directed Gray & Osborne to proceed with the full survey of the intersection, but to only design plans showing improvements for the north half of the intersection as this was identified as a possible acceptable position for the County.

Should the County, through their review process for design acceptance and their EDDS process for deviation permit application, for work in the newly paved Snohomish Cascade Drive SE intersection at 146th Place SE, identify additional design and construction

requirements, staff will request the Board consider modification of the Gray & Osborne Scope of Services and fee limit, to allow completion of the plan and specification documents to include any previously unanticipated expansion of work.

6.) MAINTENANCE AND OPERATION REPORT(S)

a.) Resolution No. 741 – Authorizing Surplus of District Property

Mr. Brees provided a verbal summary to the Board of Commissioners of a draft resolution and Attachments “A” and “B” regarding authorization for surplus of District property, for their review.

Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed Resolution No. 741, declaring certain District personal property to be surplus to the District’s needs, directed staff to sell this property listed in Attachment “A” at private auction in a process to be determined by the General Manager, and directed District staff to destroy and dispose of the property listed in Attachment “B” because it had no monetary value.

7.) INTER-AGENCY REPORTS

a.) Meeting with Snohomish County – Cathcart Site

Mr. Brees provided a verbal report to the Board of Commissioners of a meeting with Snohomish County staff regarding the Cathcart site. In this meeting, the County indicated that they will likely begin the process later this year to sell off portions of the Cathcart site for private development. In the meeting, Mr. Brees and Mr. Gilmore shared information with County staff on existing District infrastructure and current applicable fees to sewer new development.

8.) STAFF REPORTS

a.) District Engineer:

No further report.

b.) Finance Manager:

Mr. Nelson provided a verbal report to the Board regarding a clarification sought by the State Auditor’s Office from the Governmental Accounting Standards Board in respect to charting of accounts. It is likely that the District will be required to chart its accounts in accordance with BARS accounting systems.

Mr. Nelson reported on a new version of the HMS software that is being beta tested by three other districts this year. Mr. Nelson has been invited to sit in on training for this conversion and will evaluate whether it is an effort that the District should undertake.

Mr. Nelson also reported on the change in retirement system contributions that will be increasing for both employees and employer starting in July, 2017.

c.) Attorney:

No further report.

d.) **General Manager:**

Mr. Brees provided a verbal summary to the Board of Commissioners of photos provided regarding the Hydrant Replacement Project that recently took place at the District Headquarter site, for their review.

Mr. Brees provided reminders for the WASWD Section 3 meeting which will be next Tuesday and the Clearview group Annual Dinner/Meeting which is hosted by the District on June 21st.

- e.) Commissioner Backstrom shared that she has a conflict for the June 22nd Board meeting and will not be able to attend.

This ends the Minutes of the June 8, 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 June 8, 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 June 22, 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 22nd day of June 2017.

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



Rod Keppler, Secretary