

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

December 28, 2017

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on December 28, 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, and Finance Manager Brad Nelson; and Eric Delfel with Gray & Osborne.

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 December 14, 2017 were unanimously approved as circulated.

3.) PUBLIC COMMENT

There were no comments from members of the public.

4.) OATH OF OFFICE

a.) Oath of Office - Commissioner Anne Backstrom

Ms. Shelley Stevens administered the Oath of Office to Commissioner Backstrom and provided her with her certificate of election. Commissioner Backstrom signed her Oath of Office and looks forward to starting her third 6 year term as a Commissioner of the District.

5.) 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:

Fund	Code	Number	Amount
Water Maintenance	743 5408666	.12-051-.12-067	\$31,348.97
Sewer Maintenance	743 5418666	.12-019-.12-024	158,817.97
Sewer Capital Improve.	743 5448666	.12-005-.12-006	4,892.09
Water Capital Improve.	743 5468666	.12-006-.12-010	36,654.34
Revolving Check Fund		5756 - 5775	66,759.66
Total Warrants			\$298,473.03

6.) CAPITAL IMPROVEMENTS

a.) Staff Report - Headquarters Project Update

Mr. Brees provided a project update on the District's New Inventory Building, Garage Addition, and TI Project (District Headquarter Improvements).

The contractor's current focus continues to be completing the storm water detention vault and the footings for the New Building "A" and the addition to Building "B". District staff are close to an agreement with the contractor regarding Change Order No. 2. Change Order No. 2 will be processed with the Pay Application for the month of December, scheduled for approval and payment in January. This change order will address the majority of outstanding items with the contractor, both in number and in cost, including the responsibility for import/export of soils, changes to the storm water system, the conflict with the water line in 41st Avenue SE, and improvements to 41st Avenue SE required by the County but not clearly identified in the original contract documents.

b.) Staff Report – 725 Zone Project Update

Mr. Gilmore reported on the status of the 725 Zone Project.

Laser Underground and Earthworks, Inc. has completed installation of the 8-inch and 12-inch water main. Purity and pressure testing were completed and the main line improvements have been connected to the District's pipe network. Customers were transferred to the 725 Zone the week of December 4, 2017. Paving installation, including grind and overlay work, is completed.

A change order request for additional work associated with the tapping of the 12-inch main, provision of gravel subbase in the trench section beneath the asphalt trench patch, and the installation of an Air/vac assembly not identified in the bid items, is being discussed with Laser Underground, and will be brought to the Board when staff review is completed. The initial claim totals less than \$20,000.00.

c.) Staff Report – Reservoir No. 3 Improvements

Mr. Gilmore provided a report to the Board of Commissioners regarding the Reservoir No. 3 Improvements project.

The construction work has begun and the existing booster station has been reduced to ground level. The generator and fuel tank have been decommissioned and other site work is proceeding. The contractor is installing storm system improvements and providing demolition of the Altitude Control Valve vault. The reservoir has been drained and cleaned by District crews and turned over to the contractor. Shop drawings for the metal gutter and catwalk components work are being reviewed.

The contractor will not be on-site during the upcoming holiday week.

7.) MAINTENANCE & OPERATIONS

a.) Employee Leave Policy – Resolution No. 754

Mr. Brees provided a verbal summary to the Board of Commissioners regarding a Staff report, a Paid Sick Leave Fact Sheet (Impacts of Initiative 1433), Draft Resolution No. 754 Presentation Summary, and Draft Resolution No. 754, for their review.

Following discussion, by motion passed unanimously, the Board of Commissioners approved and executed Resolution No. 754 establishing new sick leave and paid time off policies for District employees; restating the District's additional Leave Policies, and repealing Resolution No. 645, all effective January 1, 2018.

b.) Public Communications Assistance Consultant

Mr. Brees provided a report to the Commissioners of a Staff report and a Proposal from Sindelar Communications and Marketing (Public Communications Assistant Consultant), for their review.

Staff recommended the Commissioners review the Professional Services Agreement and, if they concur, authorize the General Manager to execute the Professional Services Agreement with Sindelar Communications & Marketing, based on an hourly rate for professional services and reimbursement of expenses, with a not-to-exceed amount of \$15,000 over the term of the agreement. The proposed Scope of Work identified an estimate in hours for defined tasks that the District may direct the consultant to undertake on an as-needed basis. The focus of the work will be assisting District staff to improve public outreach and communication to customers through improved newsletters, billing inserts, and other outreach.

Following discussion, by motion passed unanimously, the Board of Commissioners authorized the General Manager to execute a Professional Services Agreement with Sindelar Communications & Marketing, based on an hourly rate for professional services and reimbursement of expenses, with a not-to-exceed amount of \$15,000 over the term of the agreement.

c.) 2017 Water Leak Detection Report

Mr. Brees presented a report to the Board of Commissioners of a letter and final report on October 2017 leak detection services performed by Utility Services Associates, recently completed for the District. The total areas surveyed was 30.18 miles; access points contacted was 575 (hydrants, valves, services, other). There was only one leak detected (hydrant) which has since been fixed.

d.) Staff Report - Finalize 2018 District Calendar – Setting Floating Holidays

Mr. Brees provided a verbal report to the Board of Commissioners of a Staff report regarding use of Floating Holidays for 2018, for their review.

For the Board's consideration, staff requested to use two of three Floating Holidays provided as all-District staff Floater days; one on Monday, December 24, 2018 (Floater Day) with Tuesday, December 25, 2018 being Christmas Day, and Monday, December 31, 2018 (Floater), with January 1, 2019 being New Year's Day.

Following discussion, by motion passed unanimously, the Board of Commissioners approved District staff to use two Floater days (as all-District staff Floater Days) on Monday, December 24, 2018, and Monday, December 31, 2018.

8.) STAFF REPORTS

a.) District Engineer:

No further report.

b.) Finance Manager:

Mr. Nelson provided the Board of Commissioners with updates regarding the status of the State Auditor's Audit of the District, and correspondence with customers that may rise to the attention of the Board of Commissioners in the future.

c.) General Manager:

Mr. Brees informed the Board of Commissioners that he has an upcoming jury summons that may result in him being away from the office later in January.

Mr. Brees reported the District is in discussions with the insurance carrier for Full Bore, Inc. and that it is likely that there will be a resolution to the District's claim against Full Bore for damage to District facilities that will not require litigation.

This ends the Minutes of the December 28, 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 December 28, 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 11, 2018, 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 11th day of January 2018.

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


Rod Keppler, Secretary