

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

February 25, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on February 25, 2016, 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; and Eric Delfel with Gray & Osborne.

- 1.) **CALL TO ORDER:** Commissioner Keppler called the meeting to order at 5:30 p.m.
- 2.) **APPROVAL OF MINUTES:** The Minutes of the regular meeting of February 11, 2016 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:

Fund	Code	Number	Amount
Water Maintenance	743 5408666	.02-041-.02-090	\$154,242.20
Sewer Maintenance	743 5418666	.02-018-.02-025	24,660.05
Sewer Capital Improve.	743 5448666	.02-002-.02-006	118,037.79
Water Capital Improve.	743 5468666	.02-003-.02-005	1,712.85
Revolving Check Fund		4525 - 4548	7,190.48
Total Warrants			\$305,843.37

4.) **CAPITAL IMPROVEMENT PROJECT(S)**

a.) **Staff Report – 2015 Sewer Rehabilitation Project**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the 2015 Sewer Rehabilitation Project, for their review. The Pre-construction meeting for this project was held on February 11, 2016. Cleaning and televising of the mains is tentatively scheduled to begin March 8, with the first installation of pipe liners the week of March 21. The schedule is dependent on the traffic control plan approval by Snohomish County.

5.) **MAINTENANCE AND OPERATION REPORT(S)**

a.) **Settlement and Release – Walt Robison**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Memo and Settlement and Release document regarding Walt Robison's retirement, for their review. It was requested that the Board of Commissioners, by motion, authorize the General Manager to sign the Settlement and Release document on behalf of the District.

Following discussion, by motion passed unanimously, the Board approved and authorized the General Manager to sign the Settlement and Release document on behalf of the District.

6.) INTER-AGENCY REPORTS

a.) Everett Water Storage Report

Mr. Curran presented a verbal summary to the Board of Commissioners of the Everett Water Storage report (as of 2/15/2016) and Washington SNOTEL report, for their review.

8.) STAFF REPORTS

a.) District Engineer:

Mr. Gilmore reported that the City of Everett was extremely responsive in providing its invoice for WPCF Project work to the District to expedite the District's claim against its PWTF Loan.

b.) Finance Manager:

Mr. Nelson outlined how using the District's recent GIS/GPS programs, the monthly Shut off/Turn-on process has improved communication between office staff and field crew staff streamlining this process resulting in improved efficiencies.

c.) Attorney:

No Report.

d.) General Manager:

No Further Report.

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

This ends the Minutes of the February 25, 2016 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 25, 2016 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 10, 2016, 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 10th day of March 2016.

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


Bill Anderson, Secretary