

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

April 14, 2016

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on April 14, 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.

- 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 March 24, 2016 and special meeting of March 25, 2016 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:

<b>Fund</b>	<b>Code</b>	<b>Number</b>	<b>Amount</b>
Water Maintenance	743 5408666	.04-001-.04-048	\$119,308.81
Sewer Maintenance	743 5418666	.04-001-.04-019	652,673.89
Sewer Capital Improve.	743 5448666.	.04-001-.04-003	11,587.41
Water Capital Improve.	743 5468666	.04-001-.04-006	22,059.13
Revolving Check Fund		4581 - 4595	33,771.04
<b>Total Warrants</b>			<b>\$839,400.28</b>

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

a.) **Staff Report – 2016 Wastewater Comprehensive Plan Update Request**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the update to the SLWSD 2016 Comprehensive Wastewater Plan, for their review. At the District's request, Gray & Osborne provided a Scope of Work and Fee Proposal to provide the services for the 2016 update to the Comprehensive Sewer Plan, in an amount not to exceed \$97,400.00 without prior written authorization by the District.

Staff requested the Board of Commissioners review the Scope of Work for the services identified and if in agreement by motion accept the Gray & Osborne proposal. Following discussion, the Board of Commissioners directed staff to study why the Gray & Osborne fee amount of \$97,400.00 was so much higher than the fee amount for previous Comprehensive Plan updates done by Gray & Osborne. Staff indicated they would study this question and report back to the Board of Commissioners.

**b.) Staff Report – Seattle Hill Road Utility Relocation Project**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report and Gray & Osborne Bid Tabulation regarding the Seattle Hill Road Utility Relocation Project, for their review. The expansion elements were added and discussed with the County. The County initially stated that all main line taken out of service was to be removed. Staff met with the County and provided input as to why the complete removal of the existing main was a costly and non-benefiting action to the District and the County. The County agreed and will require removal of pipe where planned County work lowers the existing grade two or more feet but allowed the abandonment in place for the remaining lines, if the valve clusters are removed and the water mains filled with CDF, grout, sand, or some other void filling material. Gray & Osborne, at District staff's direction, expedited an addendum to the Seattle Hill Water Main Project as it was scheduled for bid opening on April 12, 2016, and included the added County requirements. The added work performed by Gray & Osborne will be evaluated, and if the cost of this work exceeds the previously approved contract limit, the Board will be asked to increase the contract ceiling to include the work caused by the County's conditions on construction.

Mr. Gilmore reported that seven bid proposals for this Project were timely submitted on April 12, 2016. The bids ranged from \$1,206,331.43 to \$2,583,890.46. The Engineer's Estimate was \$1,693,591.43. Based on review of these bids, Gray & Osborne recommended this Project be awarded to the lowest responsive, responsible bidder, Marshbank Construction, Inc. of Lake Stevens, WA, in the amount of \$1,206,331.43.

Following discussion, by motion passed unanimously, the Board of Commissioners approved and accepted the Bid of Marshbank Construction, Inc. of Lake Stevens, WA in the amount of \$1,206,331.43 and directed staff to provide the District's Notice of Intent to award this construction project to Marshbank Construction, Inc. Mr. Gilmore advised that Gray & Osborne was preparing and would submit a Fee Proposal of construction oversight and inspection.

**c.) First Quarter Bills of Sale Report**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report listing the accepted First Quarter Bills of Sale for Developer Extensions, representing \$471,598.70 of utility infrastructure added to the District by Developer contribution, for their review. Following discussion, the Board of Commissioners acknowledged acceptance of the Bills of Sale for:

<b>Project Name</b>	<b>Water</b>	<b>Sewer</b>
Crestview Village	\$116,714.00	\$103,536.00
Larose Addition	46,559.79	25,321.35
Kingsbury	93,238.45	73,089.11
Dino Duplex		13,140.00
Total Value	\$256,512.24	\$215,086.46

d.) **Honsberger SFDU DEA**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the Developer Extension Agreement for Honsberger SFDU, for their review.

Honsberger SFDU is a residential subdivision in unincorporated Snohomish County. This project will construct on-site water and sewer facilities to provide for the plats ten proposed units. The plat is located adjacent to the north ROW of 124<sup>th</sup> Street SE, just west of 25<sup>th</sup> Avenue SE. The Developer is Brookstone Investments, LLC.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the plat of Honsberger SFDU.

e.) **Headquarter Site Update – P&B Additional Services Proposal**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report, site plans, and a Page & Beard Architect Agreement for Professional Services which proposes extra services to the Contract for the SLWSD New Inventory Building & Garage Addition Project, for their review.

Following discussion, by motion passed unanimously, the Board of Commissioners directed the General Manager to sign the Architect Agreement for Extra Professional Services #1, which proposed extra services to the original Contract in the amount of \$42,022.00.

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

a.) **Retirement Letter – Mary Eastman**

Mr. Curran presented to the Board of Commissioners a letter he received from Mary Eastman (District's Accountant) regarding her retirement date of November 30, 2016, for their review.

6.) **STAFF REPORTS**

a.) **District Engineer:**

Mr. Gilmore advised the Commissioners that Insituform Technologies, LLC has nearly completed its rehabilitation of approximately 3200 feet of 18-inch diameter gravity sewer main work. They have advised the District that they will wait for the availability of special crew to complete this Project, including the work on 350 feet of force main located on steep slopes. It has been advised this crew will likely be available for this work the first or second week of May.

b.) **Finance Manager:**

Mr. Nelson reported that the District's posting of its Payroll/Accounts Payable job for internal candidates only will end Friday April 15, 2016.

Mr. Nelson reported that Mr. Mike Johnson has nearly completed the Appeal Brief for the District's challenge to DOR tax calculation of District's sewer operations. Mr. Nelson reported that the District mailed nine Intent to File Lien letters this week.

c.) **General Manager:**

Mr. Curran presented possible office configurations to relocate certain staff within the main office building as a part of the re-organization of District staff in accordance with its new Organization Chart.

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

**This ends the Minutes of the April 14, 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 April 14, 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 April 28, 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 28<sup>th</sup> day of April 2016.

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

  
Bill Anderson, Secretary