

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

February 22, 2018

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on February 22, 2018, beginning at 5:30 p.m., at the District Administration Building. Attending were Commissioners Bill Anderson, Rod Keppler, and Anne Backstrom. General Manager Curt Brees was attending an AWWA WEF Utility Management Conference in Texas. Also present were District Engineer Rick Gilmore, Finance Manager Brad Nelson, Technical Services Manager Chad Phelan; and Eric Delfel with Gray & Osborne, Inc.

1.) CALL TO ORDER:

Commissioner Anderson called the meeting to order at 5:30 p.m. Commissioner Backstrom announced that she would not be in attendance at the March 8, 2018 Board Meeting.

2.) APPROVAL OF MINUTES:

The Minutes of the regular meeting of February 8, 2018 and Minutes of the special meeting of February 9, 2018 were unanimously approved as circulated.

3.) PUBLIC COMMENT:

There was no members of the public present for comment at the meeting.

4.) 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	.02-038-.02-077	\$132,579.67
Sewer Maintenance	743 5418666	.02-011-.02-020	193,721.13
Sewer Capital Improve.	743 5448666	.02-005-.02-008	30,053.33
Water Capital Improve.	743 5468666	.02-007-.02-012	58,554.15
Revolving Check Fund		5833 - 5842	1,048.30
Total Warrants			\$415,956.58

5.) CAPITAL IMPROVEMENT PROJECT(S):

a.) Staff Report – Headquarters Project Update

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report and the Contractor's short term schedule, regarding the District's Headquarter Upgrade Project.

Work currently occurring on the site is focused on preparing Building "A" for installation of its slab and preparing the Building "B" addition for installation of the footings. With respect to Building "A", the work includes preparing the surface and completing electrical

and plumbing that will be within or under the slab. For Building “B” the work is focused on building forms and setting rebar for the pour of the footings. District crews have assisted with some minor tasks that will result in some credits to offset additional minor work by the contractor. Currently, there are no new changes of significance in the work or cost under discussion. Once these immediate tasks are completed, it is anticipated that the site work subcontractor will shift their focus to the new entry drive and renovation of the parking lot.

b.) Staff Report – 41st Avenue Water Main Relocation

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the 41st Avenue Water Main Relocation project.

Five bids were received and Earthworks Enterprises, Inc. was the lowest responsive responsible bidder, with a bid of \$38,050 without Washington State Sales Tax. The District entered in to a contract with Earthworks Enterprises, Inc. to perform the 41st Avenue Water Main Relocation work. Earthworks Enterprises, Inc. has been directed to proceed with the work immediately following their obtaining the necessary traffic control permits. Mr. Gilmore reported the Traffic Control Permit has been issued and Earthworks Enterprises intends to start their work on February 26th, 2018.

c.) Staff Report – Reservoir No. 3 Improvements Project Update

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report, regarding the Reservoir No. 3 Improvements Project update.

The contractor has continued provision of submittals for approval and has progressed the site work where possible. The meter vault walls have been poured and will be stripped and backfilled by the end of this week. The Booster Station footings will then be excavated and formed for pouring concrete next week. The contractor is installing the new vault cover and access hatches on the Altitude Valve Vault. All of the fabricated steel gutter components have been delivered to the site and the contractor is anticipating the preparation, installation, and welding of these components to the tank, will be completed this week.

Staff is finalizing proposed Change Order No. 1 to the contract that will provide for the additional work required to install the side sewer in 23rd Avenue SE, improvements made to the tank perimeter access road (paving and drainage), the piping modifications for the flow meter installation in the meter vault, and the credit for removal of the existing suction side flow meter, and retrofitting the pipe spool for reuse in lieu of replacement. Some of the identified work will be tracked and paid through unit price items and the Board will be advised of the additional project impact from the increased quantities paid through unit prices.

d.) Staff Report – Front Office Security Improvements Update

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report, the Project Estimate and Concept Plan Drawing, regarding the Front Office Security Improvements project.

The staff committee working with David A. Clark Architects has selected a concept plan and the preliminary design is now complete. Within the next few weeks, the Architect intends to submit to Snohomish County for a building permit and to Labor and Industries for an electrical permit. It is anticipated that final plans will be complete and finishes will be selected by the time permits are issued. The project will be bid using contractors from the Small Works Roster.

Improvements will include the following elements: 1) enclose one customer service position for use as an office for Steve Tolpingrud who is responsible for purchasing and inventory control, 2) convert Steve's existing office space back to a small conference room and relocate access control, 3) install bullet resistant glass on the two remaining customer service positions and under desk panels, 4) install a flip counter at the meter check out/delivery/ADA customer service counter, 5) install a new secure door with access control between the meter check out/delivery/ADA customer service counter and the customer service positions, 6) replace counter tops and carpets in areas of work and repaint walls, and 7) relocate light fixtures and install new fixtures and other minor electrical work as required.

6.) MAINTENANCE AND OPERATION REPORT(S):

a.) Staff Report – Asset Management System RFP

Mr. Phelan provided a verbal summary to the Board of Commissioners of a Staff report regarding an Asset Management System Request for Proposal (RFP).

The District has spent the last three years establishing an in-house GIS program. The initial effort is complete and the District now has accurate information about most of its utility assets. GIS data is used on a daily basis by both the office staff and field personnel. One of the longer term goals of the GIS program is to enable tracking work that is done on District assets. This will enable the District to effectively manage maintenance and capital projects, track costs, limit liability from claims, and efficiently allocate District personnel.

Staff determined that the best way to accomplish this goal is to purchase an Enterprise Asset Management Software System (EAM). Some of the functions that the District expects the software to have are: 1) tracking maintenance on utility assets, fleet maintenance, and facility maintenance, 2) generating and managing work orders, 3) generating invoices to outside companies and agencies for work that District personnel perform that is reimbursable, 4) generate reports that will enable wise spending of capital and maintenance resources, 5) integrate with District GIS, financial system, fuel system, utility locates, TV inspection records and other software systems, and 6) potentially create time cards for payroll use. Staff is ready to issue an RFP to request proposals for EAM systems that would meet the District's needs. Implementation and a support contract will be included in the RFP.

Staff requested that the Board of Commissioners, by motion, authorize the District's General Manager to proceed with the RFP. Following completion of the RFP, staff will bring recommended software solutions to the Board of Commissioners.

Following discussion, by motion passed unanimously, the Board of Commissioners authorized the General Manager to proceed with the Asset Management System RFP.

b.) Staff Report – IT Firewall Replacement

Mr. Phelan provided a verbal summary of a staff report to the Board regarding computer applications that are essential to carrying out the work of the District. These applications rely on connectivity to our remote infrastructure as well as the internet. A critical piece of computer infrastructure that enables connection between our District assets and the internet is a firewall. This piece of hardware filters incoming and outgoing traffic to protect the District against malicious intent and content that is not acceptable to District policies, creates VPN tunnels between District Headquarters and remote sites to ensure that information is not intercepted or tampered with, and separates functions within the District’s internal networks to protect sensitive information, such as SCADA. The current Headquarters firewall is over five years old and is due to be replaced.

The District’s primary IT infrastructure is located in two separate locations. In order to ensure District operations continue in the event of a device failure, the purchase of two firewalls is recommended. It has been a goal of the District to enable critical servers to continue to run even if one of our server rooms is damaged. For this to happen, the District will need to purchase a firewall for each location.

Three quotes for the firewalls and three years of 24/7 support service have been obtained. The most favorable quote is from CDW-G for \$23,552.19 including sales tax. Staff plans to use these firewalls for five years.

Staff requested that the Commissioners, by motion, authorize staff to purchase two firewalls with three years of 24/7 support service from CDW-G.

Following discussion, by motion passed unanimously, the Board of Commissioners authorized staff to purchase two firewalls with three years of 24/7 support service from CDW-G, for an amount of \$23,552.19 including sales tax.

SUMMARY OF QUOTES		
CDW-G	\$23,552.19	(including sales tax)
BuyFortinet.com	\$33,652.37	(without sales tax)
Firewalls.com	\$35,420.00	(without sales tax)

7.) INTERAGENCY REPORT(S)

a.) Everett Water Users Committee (EWUC)

Mr. Gilmore presented a verbal report to the Board of Commissioners regarding a Staff report, Everett’s Water Situation Fact Sheet and Water Storage Spada Elevation Graph, and a Transmission Line No. 5 Maintenance Project report and Vicinity Map.

The Everett Water Users Committee (EWUC) met on February 15th, 2018. The important topics of discussion included, introduction of the Interim Public Works Director, update on the current water supply situation for 2018, and an upcoming shut down on Transmission Line No. 5.

Paul Kaftanski, the City of Everett's Parks and Recreation Director, has been appointed as the Interim Public Works Director. Mr. Kaftanski was welcoming to the committee members and appeared knowledgeable and informed relating to the topics discussed at the meeting.

Currently, the reservoirs hold approximately 43.9 billion gallons of water, which is 102% of normal for this time of year. It is anticipated that there will be adequate supply for the summer of 2018.

Transmission Line No. 5 is one of the City's primary transmission lines between the water filtration plant and the urban areas. This pipeline is also the primary supply to the District and it is the only transmission line to the Clearview Facilities. The City has provided ample notice and coordination of a planned shutdown which is required to install a new pressure sustaining valve known as the Three Lakes Valve. The planned dates of the shutdown are February 28th through March 2nd, 2018. During this time, the Clearview facilities will not be operational and the District will be limited in supply to the water available from Master Meter No. 1 (City of Everett), Master Meter No. 10 (AWWD), and reservoir storage. If the shutdown proceeds as planned, there will be no impact to District customers.

b.) Snohomish County – Bakerview Amended Decision

Mr. Gilmore presented a verbal summary to the Board of Commissioners of the Snohomish County Hearing Examiner's Order Amending Decision regarding the proposed plat of Bakerview.

8.) STAFF REPORTS

a.) District Engineer:

No further report.

b.) Finance Manager:

Mr. Nelson reminded the Board of the MVEBA network site that can be used to update information useful for the administration of their accounts.

Mr. Nelson also provided a brief update to the Board on the status of the review of candidates for the on-call/part-time front counter position.

c.) Attorney:

No report.

d.) General Manager:

No report.

This ends the Minutes of the February 22, 2018 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 22, 2018 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 8, 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 8th day of March 2018.

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



~~Anne Backstrom, Secretary~~