

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

March 8, 2018

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on March 8, 2018, beginning at 5:30 p.m., at the District Administration Building. Attending were Commissioners Bill Anderson and Rod Keppler. Also present were General Manager Curt Brees, Finance Manager Brad Nelson, and Ron Berger, O&M Manager; Eric Delfel with Gray & Osborne, Inc.; and John Milne with Inslee, Best, Doezie, & Ryder P.S., Attorney for the District.

1.) CALL TO ORDER:

Commissioner Anderson called the meeting to order at 5:30 p.m. Following the call to order by motion passed unanimously, the Board of Commissioners excused Commissioner Backstrom's absence.

2.) APPROVAL OF MINUTES:

The Minutes of the regular meeting of February 22, 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.) 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 Fund	743 5408666	.03-001-.03-033	\$135,715.03
Sewer Maintenance Fund	743 5418666	.03-001-.03-007	12,525.76
Sewer Capital Improve. Fund	743 5448666	.03-001-.03-004	60,276.23
Water Capital Improve. Fund	743 5468666	.03-001-.03-005	215,770.59
Revolving Check Fund		5843 - 5865	55,818.91
Total Warrants			\$480,106.52

5.) CAPITAL IMPROVEMENT PROJECT(S):

a.) Staff Report – Headquarters Project Update

Mr. Brees presented a verbal summary to the Board of Commissioners of a Staff report, with attached Payment Application No. 7 and the Contractor's Short-term Project Schedule, regarding the District's Headquarter Upgrade Project.

Mr. Brees reported that the pouring of the slab for Building “A” finally occurred on Wednesday, March 6, 2018. The contractor expects Building “A” (metal building) to arrive within the next two weeks and erection of the building to occur shortly thereafter.

Staff requested the Board review Pay Application No. 7, and if in agreement by motion, direct staff to process payment for Pay Application No. 7. The total payment to Petra, Inc., minus retainage requested in Pay Application No. 7, is \$116,705.05. There is no change to the contract amount at this time.

Following discussion, by motion passed unanimously, the Board of Commissioners directed staff to process the payment for Pay Application No. 7, in the amount of \$116,705.05, minus retainage.

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

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

The work has been installed and the District received purity verification and directed the contractor to connect the improvements to the District’s system. The District crews flushed the line segment from 156th Street to the Headquarters entrance today, March 8th and the mainline has been placed back online. Staff anticipates requesting the Board, at the March 22, 2018 Board Meeting, for acceptance of the work and authorization to complete the Notice of Completion documents and initiation of the State release of retainage process.

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

Mr. Delfel presented a verbal summary to the Board of Commissioners of a Staff report and Gray & Osborne’s Transmittal Letter and Signed Change Order No. 1 and Transmittal Letter and Progress Pay Estimate No. 3, regarding the Reservoir No. 3 Improvements Project update.

The contractor has continued provision of submittals for approval and has continued with the site work where possible. The work completed includes: the meter vault improvements to now allow the booster station floor slab to be poured when framed; the installation of the new Altitude Valve Vault Cover and Hatch; the placement of the Circumferential Gutter; and preparation for forming the booster station footings and generator base pad.

Mr. Delfel reviewed Change Order No. 1 that was prepared by staff and accepted by Razz Construction. This change order includes the additional work necessary to reach the sewer main location which varied from the design plan location; the modification of the pipe configuration and meter vault necessitated by piping constraints that were unknown until excavated; the addition of specialty inspection services not included in the bid documents but required for the City of Everett Building Permit; and the credit to the District for removing the stations suction pipe flow meter insert and re-purposing the existing piping in lieu of full replacement of the meter assembly with a pipe spool. The cost for these identified items will increase the project scope and cost \$24,088.22. Some of the work necessary to extend the District’s side sewer will be paid through unit price items established in the contract and not included with the negotiated increased costs identified

in Change Order No. 1. These unit price items total \$6,470.00. Progress Pay Estimate No. 3 has been prepared by Gray & Osborne (G&O) along with their Letter of Recommendation to pay RAZZ Construction for the work performed through February 23, 2018, as identified on Pay Estimate No. 3, including sales tax in the amount of \$147,014.30. This amount includes the completed portions of the items identified in Change Order No. 1 and the additional unit price quantity items completed for the side sewer installation. RAZZ Construction has provided a Retainage Guarantee bond.

Staff requested the Board review Change Order No. 1 and if in agreement, by motion, direct the General Manager to execute Change Order No. 1 to RAZZ Construction in the amount of \$24,088.22, before Washington State Sales Tax.

The Board was also requested to review Pay Estimate No. 3 and if in concurrence by motion, direct staff to process a payment to RAZZ Construction for work performed as identified including Washington State Sales Tax, in the amount of \$147,014.30.

Following discussion, by motion passed unanimously, the Board of Commissioners approved Change Order No. 1 and directed staff to process payment to RAZZ Construction as identified, in the amount of \$24,088.22 before Washington State Sales Tax. By motion passed unanimously, the Board also approved Pay Estimate No. 3 and directed staff to process a payment to RAZZ Construction for work performed as identified, in the amount of \$147,014.30, including Washington State Sales Tax.

d.) Developer Extension Agreements

Mr. Brees presented a verbal summary to the Board of Commissioners of two Developer Extension Agreements with attached Vicinity Maps.

Seattle Hill Duplex is located on Seattle Hill Road SE, near 133rd if extended. It is a residential lot with an existing home. The property fronts along Seattle Hill Road and negotiated an agreement with Snohomish County to connect the existing home to sewer, and to extend an existing side sewer for proposed connection to a future duplex when the property subdivides. The connection of the existing house (13331 Seattle Hill Road) will require a new side sewer connection to sewers in 134th Street. This will require a Developer Extension Agreement to allow the District to obtain the right-of-way permit. The Developers are Senal and Shelly Perera.

Swift Greenline Corridor Stations (Community Transit) has two locations, 153rd and Bothell Everett Highway and 16th Avenue at 132nd Street. This project is required as Community Transit is establishing a permanent bus pullout and shelters along their Swift Transit Lines. Two of these stations are in the District and the location of their structures are in conflict with existing District facilities. Community Transit is requesting this DEA, to allow their contractor to relocate a water main at 153rd remaining in a dedicated right-of-way, and eliminating the conflict of their structure by moving the District's water main. Their station pullout at 16th Avenue and 132nd will encase a District sewer main allowing construction of their station, but protecting the sewer and providing for future maintenance access to the District's sewer, should it be required without having to disrupt their station pull out. The Developer is Community Transit.

Following discussion, the Board of Commissioners approved and executed the Developer Extension Agreement for Seattle Hill Duplex and two original Developer Extension Agreements for Swift Greenline Corridor Stations, as the Developer requested.

6.) MAINTENANCE AND OPERATION REPORT(S):

a.) Staff Report – Draft Resolution No. 755

Mr. Brees provided a verbal summary to the Board of Commissioners of a Staff report and Draft Resolution No. 755, for their review.

Resolution No. 720, adopted in 2016, establishes the District's policies related to fixed assets, small tools, minor equipment, technology products, and sets the District's policies for disposal of these same items. As a part the District's normal operations, scrap metal is generated in the form of retired hydrants and water meters and other water or sewer system components composed of metal that are surplus or scrap. Draft Resolution No. 755 amends and restates Resolution No. 720, authorizing the use of the State Bid Contract for the disposal and recycling of scrap metal. The Washington State Department of Enterprise Services has competitively bid metal recycling services, allowing for an on-call recycling service. The District has a Master Contract Usage Agreement in place with the Department of Enterprise Services. In using this contract, the District is paid a percentage of the current market price for the metals recycled and pricing is set for various types and grades of metals that the District generates. Utilizing the State bid will simplify the process administratively, while ensuring the District receives fair market value for the scrap metal recycled.

Staff requested the Board review the draft resolution and if in agreement, adopt Resolution No. 755, amending and restating Resolution No. 720, establishing General Fixed Assets, consumable small tools and minor equipment, technology products, and Property Disposal Policies.

Following discussion, by motion passed unanimously, the Board adopted and executed Resolution No. 755, amending and restating Resolution No. 720, establishing General Fixed Assets, consumable small tools and minor equipment, technology products, and Property Disposal Policies.

b.) Staff Report – Certification of Unsewered Enclave

Mr. Brees provided a verbal summary to the Board of Commissioners of a Staff report, a Request Letter of February 8, 2018 from SDA, and Greenleaf Development Maps.

The District received a letter from SDA Engineers requesting consideration to permit the development of a parcel located within the District utilizing an onsite sewer system. The parcel (TPN 01098700080100) is located within the Urban Growth Area where Snohomish County will typically require connection to public sewers unless a specific authorized exception exists. This particular parcel is located near the Sector 7 Lift Station; however, the portion of the site proposed to be developed as one single family residence sits at a lower elevation than the lift station, making gravity sewer service not feasible. Snohomish County will permit the issuance of a building permit for the proposed development (one single family residence) if the District certifies that the parcel is located within an Unsewered Urban Enclave. An Unsewered Urban Enclave is defined as a location where

sewer service is not currently available, where it is not technically or economically feasible to provide sewers, and additionally, sewers are not forecasted to be available within the next six years.

District staff recommends to provide the certification, as this specific parcel does in fact meet all of the criteria. Gravity sewer service is not currently available, it is not economically feasible to provide sewer service for the proposed development, and sewer service is not planned at this location within the next six years.

As a condition of granting the designation and as required by Snohomish County Code, the property owner will be required to enter into a recorded agreement with the District, where the property owner agrees to connect to sewers when they become available, pays the applicable connection fees at time of connection, and participates without protest in any future ULID or Latecomers Agreement.

Staff requested the Board, if in agreement, authorize the General Manager to prepare a letter certifying that the parcel (TPN 01098700080100) is located within an unsewered urban enclave conditioned upon an agreement with the property owner for future connection to the sewer system. The property owner will be required to reimburse the District for any cost associated with preparing and recording the agreement.

Following discussion, by motion passed unanimously, the Board of Commissioners authorized the General Manager to prepare a letter certifying that the parcel (TPN 01098700080100) is located within an unsewered urban enclave, conditioned upon an agreement with the property owner for future connection to the sewer system.

c.) Staff Report – Manhole Discharge – Lowell Larimer 2

Mr. Berger provided a verbal summary to the Board of Commissioners of a Staff report and Spill Site Map, regarding manhole discharge at Lowell Larimer 2.

At 5:00 p.m. on March 3, 2018, week duty responder Andrew Piekarski was notified of a sewer manhole overflowing located at 11605 60th Avenue SE. Mr. Berger was contacted at 5:15 p.m. and proceeded to the site. The manhole that was overflowing was located just below the plat of Outlook Ridge on a sewer easement below the homes in the development. Upon arrival District staff noticed the liquid that was overflowing from the manhole, sheeting through the pasture, and was not causing any property damage. No homes backed up due to the proximity of the manhole being lower than the homes in the plat. The solids were contained, due to the manhole lid locked in place, and only liquid was overflowing through the pick holes on the manhole lid.

The Vactor was first set up in the plat of Outlook Ridge and crew tried to back jet the line to try and dislodge the blockage. This would not work so crews came around the lower end at Lowell Larimer Road and worked the Vactor from the lower side to dislodge the blockage. At approximately 8:00 p.m., crews got the sewage flows established and inspected the manhole. A large amount of roots were discovered growing into the sewer manhole at the outfall pipe blocking the flows. Crews used an extension tool to pull the

root mass up onto the bench until crews could completely remove them from the manhole on the following Monday.

On Monday, March 5, 2018, District crews brought equipment to the site and mowed and cut down trees that were growing in the manhole vicinity. A general cleanup occurred and a load of 5/8" crushed gravel was used around the manhole. Roots were completely removed from the manhole and then the manhole was washed down. Staff contacted Pro-Vac that uses a root killer/grout injection solution that will be utilized to prevent future root penetrations into the manhole.

Using the Lowell Larimer 2 Lift Station data for run time flows, staff calculated that approximately 40,000 gallons of liquid was lost, due to the overflow. According to District records, the Outlook Ridge Basin was cleaned in 2016. District Staff reported the event to the appropriate contacts at the Department of Ecology, Snohomish County, and Snohomish Health District.

7.) INTER-AGENCY REPORTS:

a.) City of Everett – Three Lakes Bypass Valve Installation

Mr. Brees presented a verbal summary to the Board of Commissioners of a City of Everett Transmission Line No. 5 Maintenance Projects report. Mr. Brees reported that the City of Everett completed all work on schedule and maintained excellent communications during the work.

b.) CWSA – Volumetric Test

Mr. Brees presented a verbal summary to the Board of Commissioners regarding an Alderwood Water & Wastewater District Volumetric Test (at the Clearview Pump Station) that was conducted following the pump station shut down for the Three Lakes bypass valve installation. A report from Alderwood Water & Wastewater District regarding the test and confirming accuracy of metering is anticipated in the coming weeks.

c.) City of Mill Creek – Annual Report & Meeting

Mr. Berger presented a verbal summary to the Board of Commissioners of a Staff report, Hydrant Photo, and 2017 GIS Inspection Map regarding the Annual Mill Creek Hydrant report.

The report summarized the Silver Lake Water and Sewer District Hydrant Maintenance Program and the work performed relating to fire hydrants in the City of Mill Creek during 2017.

In 2017, the District performed complete maintenance on 140 hydrants located within the City of Mill Creek. This maintenance included; exercising each hydrant valve with a hydraulic valve exerciser, flowing water through each hydrant, lubricating all port threads, ensuring complete drainage, and making sure these hydrants are ready to use.

On February 8, 2017, District crews replaced an old scissors style two-port hydrant with a new modern "Pumper Port" style hydrant at 2627 133rd Place SE. The District identified

other hydrants in the Mill Creek area that will be scheduled for replacement in the future as part of the District's Hydrant Maintenance Program.

8.) **STAFF REPORTS**

a.) **District Engineer:**

Mr. Delfel reported that the Wastewater Comprehensive Plan is nearing completion and is scheduled for review and approval by the Board of Commissioners at the March 22, 2018 Board meeting.

b.) **Finance Manager:**

Mr. Nelson provided a brief report on two items. First, Mr. Nelson reported that interviews were completed and a finalist has been selected for a new Part-time/on-call Utility Clerk.

Second, Mr. Nelson shared that many public employers are struggling to modify Sick Leave policies as mandated by the new State law which took effect on January 1st, 2018. The District moved quickly to adopt a new policy late last year ahead of the deadline.

c.) **Attorney:**

Mr. Milne provided an update regarding the lawsuit between King County and various water and sewer districts in King County regarding a new tax termed as rental of the public right-of-way. Mr. Milne provided a timeline of what has occurred over the course of the last month and summarized some of the media attention that the lawsuit has received.

d.) **General Manager:**

Mr. Brees provided a brief report to the Board confirming that none of the Commissioners would like to be registered for the PNWS AWWA Conference which is being held April 25th - 27th, 2018, in Tacoma.

Mr. Brees also provided a reminder that PDC forms are due to the State by April 16th, 2018. The Commissioners indicated that they had already submitted the required forms.

Finally, Mr. Brees reported that the District received notification from the Alderwood Water & Wastewater District that Alderwood intends to alter the operation of their Lift Station 11. Currently, this facility discharges to the City of Everett system. Following the change, the facility would discharge the District's trunk line and then be wheeled back to the Alderwood system, combined with the District's flows. The current Interlocal Agreement between the two Districts contains provisions for this planned change.

This ends the Minutes of the March 8, 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

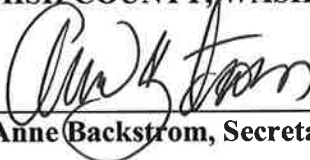
I, the undersigned, Secretary of the Board Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

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 March 8, 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 22, 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 22nd day of March 2018.

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



Anne Backstrom, Secretary