

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

October 8, 2020

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on October 8, 2020, beginning at 5:30 p.m. Attending by video conference, were Commissioners Anne Backstrom, John Warner, and Shauna Willner. Also present by video conference were General Manager Curt Brees, District Engineer Scott Smith, O&M Manager Ron Berger, Technical Services Manager James Busch, Finance Manager Brad Nelson; William Linton with Inslee, Best, Doezie, and Ryder P.S., Attorney for the District, and Eric Delfel with Gray & Osborne, Inc. The public was provided access to participate via teleconference, with the telephone number and access code published on the District's website and posted at the District Administration Building (regular meeting location).

1.) CALL TO ORDER:

Commissioner Backstrom called the meeting to order at 5:30 p.m.

2.) APPROVAL OF MINUTES:

The Minutes of the meeting of September 24, 2020 were unanimously approved as circulated.

3.) PUBLIC COMMENT:

There were no public comments.

4.) FINANCIAL MATTERS:

a.) Payroll, Vouchers, and Revolving Fund Check(s) Approval

Following discussion of various matters including the vouchers paid by the District, to the District, for utility services at District facilities, Payroll; Vouchers (Check No.15726 - 15784) in the amount of \$699,531.36; Revolving Fund Checks (Check No. 7348 - 7375) in the amount of \$191,341.91, were unanimously approved and signed as follows:

Fund	Amount
Water Maintenance	\$30,423.80
Water Capital Improvement	3,173.25
Sewer Maintenance	136,354.68
Sewer Capital Improvement	529,579.63
Revolving Check Fund	191,341.91
Total	\$890,873.27

5.) DEVELOPMENT PROJECTS

a.) Staff Report – 3rd Quarter Bills of Sale

Mr. Smith presented a verbal summary to the Board of Commissioners of a Staff report listing the accepted 3rd Quarter Bills of Sale for Developer Extensions, representing \$109,556.54 of utility infrastructure added to the District by Developer contribution, for their review. Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners acknowledged acceptance of the Bills for Sale for:

PROJECT NAME	WATER	SEWER
3rd Quarter		
29 th Avenue SE Short Plat	\$81,640.80	\$27,915.74
Total Value	\$81,640.80	\$27,915.74

The total 2020 Developer Contributed Value for water and sewer facilities to date is \$581,979.64.

In addition, following a consultation with the District’s Attorney, a District funded project was completed to modify the private side sewer at 11604 51st Avenue SE. The existing side sewer was an ongoing high maintenance issue as it was the only connection on a dead end sewer main located near Lift Station 2. It was determined by District staff to be more cost effective to switch the location of the discharge to a new side sewer in the adjacent and recently constructed Aida Lane development in comparison to continuing the high level of maintenance that was required on the dead end sewer main. Consequently, once the work was completed, the District issued a Bill of Sale to transfer the ownership of the new side sewer to the property owner.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners acknowledged the Bill of Sale issued to the property owner at 11604 51st Avenue SE.

6.) CAPITAL IMPROVEMENT PROJECTS

a.) Staff Report – Waldenwood Lift Station – Pay Estimate No. 13

Mr. Smith provided a Staff report and Gray & Osborne’s Pay Estimate No. 13 to the Board of Commissioners, regarding the Waldenwood Lift Station.

Work continues on the interior of the new lift station building, including on the electrical, mechanical, and the plumbing systems. A meeting was held with the contractor today, to discuss the station start-up process and schedule, and coordination is occurring with PUD for power to the new lift station.

Staff requested the Board approve Monthly Pay Estimate No. 13, for work completed in August, in the amount of \$493,876.33

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Monthly Pay Estimate No. 13 for work completed in September, in the amount of \$493,876.33. Major work included in this pay estimate consisted of another 12.92% of the lift station replacement lump sum, and a few items that were part of the approved Change Order No. 1.

b.) Staff Report – Waldenwood Lift Station – Change Order No. 2

Mr. Delfel reviewed Change Order No. 2, prepared by Gray & Osborne, with the Board of Commissioners, regarding the Waldenwood Lift Station.

The District awarded the Waldenwood Lift Station Replacement Project to McClure and Sons (MSI) on June 6, 2019. Previous pay estimates have been approved by the Board monthly. Change Order No. 1 was approved by the Board on June 25, 2020.

Several additional design changes have been needed in the last three months of construction. The major items include: revisions to the suction piping on the pumps, adding limit switches to the check valves, work related to installing the steel soffit around the building exterior, installing a pressure reducing valve for the building plumbing fixtures, and a new fence gate.

Additional working days for the associated change order items, as well as the ongoing COVID 19 pandemic, are addressed in the change order. Eric Delfel, the G&O Project Manager, briefed the Board on the various cumulative items proposed for Change Order No. 2.

The proposed cost for Change Order No. 2 is \$23,410.10, which is available in the project's contingency fund. A total of 100 working days would also be added to the contract's physical completion time. It is anticipated that these additional working days will permit MSI to complete the project within the revised contract schedule.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Change Order No. 2 in the amount of \$23,410.10, and also approved a total of 100 working days to be added to the contract's physical completion time.

7.) MAINTENANCE & OPERATIONS:

a.) Staff Report – Sewer Bypass Pump – Trailer Modifications

Mr. Berger provided an update and presented photos regarding the Godwin Sewer Emergency Pump – Trailer Modification.

The District recently purchased a Godwin Sewer Emergency Pump that can be used at a majority of District lift stations during emergencies, or for by-pass pumping.

When purchasing this unit, there was an option from the vendor under the terms of the GSA contract, at a cost of \$6,600.00, to install hose racking and a basket for couplings. In an effort to reduce the total cost, staff chose to fabricate these options in-house, using mostly available metal stock at the District. Closely tracking the labor and material cost to fabricate and install all of racking using Lucity, it was determined that the total cost was \$3,300.00. Chris Stecher, Utility System Lead, performed the fabrication.

Staff is now planning a live demo and Safety Meeting, held at the 180th Street Lift Station, using the new pump. Crews will have a chance to operate and develop standard operating procedures for this unit.

The Commissioners complimented the quality of the work performed by the District's staff.

8.) **INTERAGENCY REPORTS**

a.) **Staff Report – Clearview Water Supply Agency**

Mr. Brees presented a Staff report regarding the Clearview Water Supply Agency Meeting that was held on September 23, 2020.

General Manager Curt Brees and Commissioner John Warner attended the Clearview Water Supply Agency (CWSA) Meeting, held on September 23, 2020. The meeting was held in a video/teleconference format. The meeting agenda included a review of Maintenance and Operations Reports and Financial Reports. Dick McKinley, the new General Manager of the Alderwood Water & Wastewater District, was in attendance and introduced to the group.

There were no after-hours callouts during the month of August. There were two power bumps that shut down pumps and set off alarms which required a staff response to the station that occurred during regular business hours. Minor maintenance items have been completed at the pump station including: generator, HVAC system, and site and easement maintenance. The pump station ran at a flow rate that varied between 11.5 - 12 MGD. It was reported that transmission main reducing couplers have been ordered. These couplers are custom fabricated pieces that could be welded to the transmission main together with existing 24" diameter pipe, in the event of an emergency where a section of the pipeline is damaged and needs to be bypassed. The large diameter pipe was obtained many years ago for this purpose but there was no way to attach to the even larger (39" & 42") pipelines without the custom fabricated pieces.

There were no major items to report with respect to finances for the month of August. Monetary Assets for CWSA, as of August 31, 2020, totaled \$1,275,013.84 The Vouchers approved at the meeting totaled \$482,164.20. The District's utilization was 43.33% of the total volume delivered by CWSA during August.

In other business, a tentative capital project for 2021 was discussed. It is anticipated that there will need to be a larger project to repair and replace components of the electrical system at the pump station. The District is responsible for 26.87% of costs associated with the pump station.

The next meeting of the CWSA is scheduled for Wednesday, October 21, 2020. There will be a regular meeting held at 2:30 p.m. where the State Auditor's Office will provide their report concluding the fiscal and accountability audit of the agency, and the Annual Meeting will be held at 3:00 p.m. The meeting will be held virtually utilizing Teams.

9.) **STAFF REPORTS:**

a.) **District Engineer:**

No further report.

b.) **Finance Manager:**

Mr. Nelson provided a status update on the work to implement the District's new payment portal. As the District provides bill copies to property managers and tenants but requires that accounts be maintained in the name of the Property owner, some additional

coordination will be required to permit the set up of accounts and the receipt of invoices from the new payment portal. Work is proceeding, but it is now anticipated that the switch over will occur in December or January.

Mr. Nelson reported to the Board that he will likely transfer funds from the District's investments at the Local Government Investment Pool (LGIP) to the District's commercial bank account, in anticipation of payments on capital projects and for capital equipment purchases.

Mr. Nelson also reported on a recent coordinated response by District staff to a customer's side sewer backup. The District's notification procedures worked well and staff provided timely assistance to the customer.

c.) **O&M Manager:**
No further report.

d.) **Technical Services Manager:**
No further report.

e.) **Attorney:**
No further report.

f.) **General Manager:**
Mr. Brees, discussed a tour of District Facilities with the Commissioners. Previously, this tour was planned as a special meeting, but was delayed due to COVID-19. As an alternative, the Commissioners will meet with staff individually to tour the facilities as schedules permit.

Mr. Brees provided an update on a vehicle purchased by the District earlier this year that has experienced three breakdowns within the first three months of use. The District recently received notice from the manufacturer that they will take this vehicle back as a "Lemon" and provide the District with a brand new replacement vehicle. This will be an acceptable resolution to the issues experienced.

This ends the Minutes of the October 8, 2020 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 October 8, 2020 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 October 22, 2020 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 October, 2020.

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



Shauna Willner, Secretary