

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

January 9, 2020

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on January 9, 2020, beginning at 5:30 p.m., at the District Administration Building. Attending were Commissioners Anne Backstrom, John Warner and Commissioner Elect Shauna Willner. Also present were General Manager Curt Brees, District Engineer Scott Smith, O&M Manager Ron Berger, and Finance Manager Brad Nelson; Eric Delfel with Gray & Osborne, Inc., and William Linton with Inslee, Best, Doezie, and Ryder P.S., Attorney for the District. Several members of the public were present.

1.) CALL TO ORDER:

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

2.) OATH OF OFFICE

Ms. Stevens, as a Notary Public, administered the Oath of Office to Ms. Shauna Willner for the position of Commissioner of the Silver Lake Water and Sewer District, Position 1, serving a term of six years (2020 – 2025).

3.) ELECTION OF OFFICERS

Following discussion, by motion made, seconded and carried unanimously, the Commissioners elected Anne Backstrom as President, Shauna Willner as Secretary, and John Warner as Vice President for 2020. Commissioner Backstrom then presided over the remainder of the meeting.

4.) APPROVAL OF MINUTES:

The Minutes of the special meeting of December 24, 2019 were unanimously approved as circulated.

5.) PUBLIC COMMENT:

One member of the public provided comment, Commissioner Willner's grandson congratulated her for assuming her role as Commissioner.

6.) 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	743 5408666	.01-001-.01-040	\$288,613.06
Sewer Maintenance	743 5418666	.01-001-.01-008	48,800.86
Sewer Capital Improve.	743 5448666	.01-001-.01-002	210,359.93
Water Capital Improve.	743 5468666	.01-001-.01-001	1,390.50
Revolving Check Fund		6914 - 6933	2,934.48
Total Warrants			\$552,098.83

b.) Staff Report – Review Adopted 2020 Financial Plan

Mr. Nelson provided an overview of the Adopted 2020 Financial Plan to Commissioner Warner and Commissioner Willner. The Financial Plan was reviewed and adopted over a series of meetings in the fall of 2019. This plan lays out the expected expenditures and revenues for the District in 2020 with detailed analysis of capital projects, equipment purchases, staffing, and wholesale rates. All of the reports comprising the financial plan have been assembled into a single document that was provided electronically to the Commissioners. Mr. Nelson reviewed the document highlighting the policy goals, how the documents were prepared, and how the reports shape the utility rate forecast.

7.) DEVELOPMENT PROJECTS

a.) DE Agreement for Deol Short Plat

Mr. Smith provided a verbal summary on the DE Agreement, Vicinity Map, and Preliminary Site Plan for Deol Short Plat.

The proposed project, located at 17919 Sunset Road, is for a six lot single family residential development, which will replace one existing house on two parcels.

The existing topography on the site slopes downward to the west. The developer will connect to the existing sewer main in Sunset Road and extend a new sewer main approximately 180 feet to the east to provide sewer service. This property is also subject to a latecomer fee for the 180th Street Lift Station.

The developer will also be installing a new fire hydrant along the frontage and extending a new water main into the cul-de-sac. During the upcoming plan review process, staff will consider requiring a utility easement to the south in the open space tract for future looping.

Mr. Smith requested the Board of Commissioners, by motion, accept the Developer Extension Agreement Application for Deol Short Plat.

Following discussion, by motion made, seconded, and passed unanimously, the Board of Commissioners approved and executed the Developer Extension Agreement application for the Deol Short Plat project.

b.) 2019 4th Quarter Bills of Sale

Mr. Smith presented a verbal summary to the Board of Commissioners of a Staff report listing the accepted 4th Quarter Bills of Sale for Developer Extensions, representing \$974,094.19 of utility infrastructure added to the District by Developer contribution, for their review.

Mr. Smith reported to the Board that in 2020 staff may begin reporting the acceptance of Developer projects individually as they occur rather than summarizing quarterly by reporting the Bills of Sale.

Following discussion, the Board of Commissioners acknowledged acceptance of the Bills of Sale for:

Project Name	Water	Sewer
Castlewood	\$79,791.47	\$63,649.71
Silver Glen Meadows	197,224.94	116,178.46
Silver Glen Meadows Offsite Sewer		409,823.48
Aalseth Short Plat		47,217.94
Kenley Place	28,980.00	29,682.59
1313-131 st Street SE Duplex (Edisa)		1,545.60
Total Value	\$305,996.41	\$668,097.78

The total 2019 Developer Contributed infrastructure conveyed by Bills of Sale for water and sewer facilities is \$2,264,801.83.

8.) CAPITAL IMPROVEMENT PROJECT(S):

a.) Staff Report – Waldenwood Lift Station Replacement

Mr. Smith presented a Staff report on the Waldenwood Lift Station Replacement Project. Progress Estimate No. 4 was also presented for Board of Commissioners approval.

MSI has reached the bottom of the excavation for the new station and has exposed most of the wet and dry well on the existing lift station. The contractor is coordinating with G&O for elevations on the building foundation, and continues to prep the excavation for concrete placement in the near future.

Staff requested the Board approve the monthly progress estimate for work completed in December in the amount of \$122,687.98. Work completed to date is primarily excavation, erosion control, and dewatering.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Progress Estimate No. 4 and directed staff to process a payment to McClure & Sons, Inc. for work performed as identified, including Washington State Sales Tax, in the amount of \$122,687.98.

9.) MAINTENANCE & OPERATIONS

a.) Staff Report – Arc Flash Study Proposal – Reservoir No. 3

Mr. Brees presented a Staff report and Infinium memorandum dated 11/11/2019 (Scope of Work) regarding the Arc Flash Study Proposal for Reservoir No. 3.

Employers in the State of Washington are required to have industrial safety and worker health programs that equal or exceed the standards prescribed by the Occupational Safety and Health Act (OSHA). One of the common hazards at the District’s facilities is Electrical Hazards as most of the District’s facilities are provided with three phase, 480 volt power services to operate the pumps and electrical controls. A rare but extremely dangerous hazard associated with these power services is Arc Flash or Arc Blast, where current arcs or a short explodes components of the electrical service releasing what can be fatal energy.

To mitigate these risks, an Arc Flash Study is conducted on power services above 240V identifying the risk hazard, safe working distance, and the personal protective equipment

required. Labels documenting this information are then installed on the individual equipment to advise trained personnel.

In 2016, a comprehensive study was conducted of all of the Districts sites (35 locations) with electrical services above 240V. When an electrical service is significantly modified, a new study is required for that site. In 2018, the Reservoir No. 3 Improvement Project was completed and extensive work was completed to the electrical service at the site including a new service drop from the PUD, installation of a new pump, variable frequency drive (VFD), and other misc. electrical controls. These upgrades necessitate a new Arc Flash Study for this site.

Infinium Engineering and Consulting, Inc. has provided a proposal to the District to conduct an Arc Flash Study at the Reservoir No. 3 site. The proposed fee for the Scope of Work is \$5,011.00. Infinium Engineering and Consulting, Inc. is qualified to complete the study having prepared the 2016 Comprehensive study.

Staff requested the Board of Commissioners authorize, by motion, the General Manager to execute a Professional Services Agreement with Infinium Engineering and Consulting, Inc., to conduct an Arc Flash Study at the Reservoir No. 3 site for the proposed Scope of Work and Fee, in the amount of \$5,011.00.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the Scope of Work and Fee for the Arc Flash Study, and directed the General Manager to execute a Professional Services Agreement with Infinium Engineering and Consulting, Inc., for the amount of \$5,011.00.

10.) **INTERAGENCY REPORTS**

a.) **Appointment of District Representative to Clearview Water Supply Agency (CWSA)**

Mr. Brees provided a Staff report regarding the need to appoint a District Representative to the Clearview Water Supply Agency Board.

In January of 1998, the Interlocal Agreement for the Clearview Water Project was executed by the Silver Lake Water and Sewer District, Alderwood Water & Wastewater District, and Cross Valley Water District. This agreement provided the mechanism to finance, design, and construct the Clearview Water Project, and led to the establishment of the Clearview Water Supply Agency.

The Clearview Project was a cooperative effort to construct a Pump Station, approximately 8 miles of large diameter pipeline that crosses under the Snohomish River and a 12 Million Gallon Reservoir. This was a massive project that took several years to complete. It had a project budget of \$36 million and required 34 different permits to construct from the various local, state, and federal agencies. The objective of the project was to bring a reliable supply of drinking water from the Everett Pipeline #5, which is located north of the City of Snohomish, to areas of rapid growth in Southwest Snohomish County. While initially a total of eight local cities and special purpose districts participated

in the planning, only the three special purpose districts, including Silver Lake Water and Sewer District, committed the resources to complete the project.

In 2005 when the project was complete and the facilities were in operation, the Clearview Water Supply Agency was formed by the three partnering agencies for the joint operation of these new facilities. The Interlocal Agreement for the Clearview Water Supply Agency requires that each member agency appoint an elected member to serve as that District's representative to the agency.

Retired Commissioner Bill Anderson had served as the District's representative since the inception of the agency. The agency typically holds meetings once a month on the third Wednesday, at 3:00 p.m. The meetings are held at the Alderwood Water & Wastewater District located in Lynnwood. The General Manager also attends these monthly meetings.

Staff requested to appoint a District Representative, by motion, to the Clearview Water Supply Agency Board.

Following discussion, by motion made, seconded, and carried unanimously, the Board appointed Commissioner Warner to the Clearview Water Supply Agency Board.

11.) STAFF REPORTS

a.) District Engineer:

No further report.

b.) Finance Manager:

Mr. Nelson reported to the Board that Snohomish County has raised its income threshold for property tax exemptions. The District uses this measure as a qualification for the Low Income Senior Rate program. As the resolution authorizing the rate is tied to this threshold, the District's program and forms have been updated to reflect the new higher threshold.

Mr. Nelson also reported that the State Auditor has completed all field work for the 2017 Audit and would now like to schedule an Exit Conference. The Commissioners selected Anne Backstrom to represent the Board at the Exit Conference. Following the Exit Conference there will be a complete report provided to the Board at the next regular meeting.

c.) Attorney:

Mr. Linton, in response to an inquiry by Commissioner Backstrom, provided an update on the King County, rent of the right-of-way litigation. The Washington State Supreme Court had recently ruled in favor of King County and remanded several issues back to Superior Court that will likely lead to further litigation.

d.) General Manager:

Mr. Brees, in anticipation of winter weather in the coming week, reviewed the informal policy developed last year related to office hours and the expected time for staff to report to work in event of severe weather.

Mr. Brees reported that tablets have been purchased, received, and are currently being configured for Commissioner Email communications, meeting packets and calendaring. When ready for use, a tutorial will be scheduled for each commissioner.

Mr. Brees reported that the District is currently adverting for two open positions, a Maintenance Electrician and a Technical Services Manager.

Finally, Mr. Brees distributed and provided a review of a new document, which outlines the work plan for the Board of Commissioners in the first quarter of 2020.

This ends the Minutes of the January 9, 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 January 9, 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 January 23, 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 23rd day of January, 2020.

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



Shauna Willner, Secretary