

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

June 24, 2021

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on June 24, 2021, beginning at 5:30 p.m. The meeting was held in hybrid format with Commissioners Anne Backstrom, John Warner, and Shauna Willner in person at the District Administration Building. Also present in person was District Engineer Scott Smith, O&M Manager Ron Berger, and Technical Services Manager James Busch. Attending by video conference were Finance Manager Brad Nelson; Curtis Chambers 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 in person or 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 special meeting of June 8, 2021 were unanimously approved as circulated.

3.) PUBLIC COMMENT:

There were no public present for comment.

4.) FINANCIAL MATTERS

a.) 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, Vouchers (Check No.16821-16891) in the amount of \$621,192.39; Revolving Fund Checks (Check No. 7820 -7894) in the amount of \$17,071.27, were unanimously approved and signed as follows:

Fund	Amount
Water Maintenance	\$274,519.25
Water Capital Improvement	16,927.19
Sewer Maintenance	170,957.63
Sewer Capital Improvement	158,788.32
Revolving Check Fund	17,071.27
Total	\$638,263.66

5.) DEVELOPMENT PROJECTS:

a.) Staff Report – 2nd Quarter Bills of Sale

Mr. Smith provided a summary to the Board of Commissioners on a Staff report regarding 2nd Quarter Bills of Sale.

The Bill of Sale on a Developer Extension (DE) project is the legal mechanism used to transfer ownership of the utility infrastructure from the Developer to the District. Past practice has been for the Board to accept the Bills of Sale, cumulatively, at the end of each quarter.

One DE project was completed in the 2nd Quarter of 2021, and the new format of the Bills of Sale Calculation Form is now fully in use on DE projects.

The project listed below has completed construction and the District is in receipt of the respective Bill of Sale. A summary spreadsheet was provided that identified the infrastructure value on each project in the 2nd Quarter of 2021. Staff requested the Board of Commissioners acknowledge acceptance of the Bill of Sale for:

- Remington Ranch – sewer extension for 63 SFR lots, Cross Valley Water District

The value of the developer contributed facilities received by the District in the 2nd Quarter of 2021 is \$634,668.85.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the Bill of Sale for 2nd Quarter of 2021, in the amount of \$634,668.85.

b.) Staff Report – DEA Swift Orange Line Sewer Extension

Mr. Smith provided a summary to the Board of Commissioners regarding a DEA for the Swift Orange Line Sewer Extension.

Community Transit (CT) is planning for the expansion of the Swift Bus Rapid Transit (BRT) service in Snohomish County with the addition of the Orange Line, which would primarily run east – west along the 164th Street SE and 196th Street SE corridors.

The eastern terminus of the new Orange Line would be at the existing Park & Ride facility at McCollum Park, near the intersection of 128th Street SE and Dumas Road. This will also serve as a transit hub for the future I-5 light rail station at 128th Street SE.

As part of the Orange Line project, CT is proposing improvements to the driver restroom facilities at the Park & Ride, including connecting the buildings to sanitary sewer. Backflow upgrades to the driver restroom water service lines would also be required.

The CT sewer extension work would consist of approximately 235 feet of new sewer main, along with a long directionally drilled private side sewer around the edge of the landfill liner. This sewer extension will also provide a valuable link for future sewer service coming from the Silver Acres area north of 128th Street SE.

Staff requested the Board of Commissioners accept the Developer Extension Agreement Application for the CT Swift Orange Line.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners accepted the Developer Extension Agreement Application for the CT Swift Orange Line.

6.) CAPITAL IMPROVEMENT PROJECTS:

a.) Staff Report – 2nd CIP Status Update

Mr. Smith provided a summary to the Board of Commissioners on a Staff report regarding the 2nd CIP Status Update. Specifically discussed were the County's 43rd Avenue SE/Sunset Road project, the Lift Station 4 Generator project, and the CCTV sewer inspection work.

The planned future projects in the District's Capital Improvement Plan (CIP) are listed in Chapter 8 in both the Water and Wastewater Comprehensive Plans. CIP projects are also included in the 2021 Financial Plan, which was presented to the Board on November 12, 2020. The Board has approved several contracts with various consultants, contractors, and vendors, and work is ongoing on most projects.

A quarterly CIP update was requested by the Board in 2020, and an updated Status Matrix for active projects in the 2nd Quarter of 2021 was provided to the Board. The Status Matrix includes Developer Participation Projects, where the developer is essentially completing a CIP Project for the District during DE construction.

During the Board meeting on June 24, 2021, staff provided a summary of active projects for discussion by the Board.

b.) Staff Report – Windsong L.S. Abandonment – Pay Estimate No. 1

Mr. Smith provided a report to the Board regarding Windsong L.S. Abandonment project and Pay Estimate No. 1.

The District awarded the Windsong Lift Station Abandonment Project to Accord Contractors on March 11, 2021. Pay estimates will be approved by the Board monthly.

Mobilization for construction of the new sewer main started on June 1, 2021. A new saddle manhole was installed at the connection point to the existing sewer main near 44th Avenue SE, along with a temporary bypass pump system.

Drilled piles were installed for a temporary shoring system between the two homes closest to the sewer main, and installation of the new sewer main started in the 45th Avenue SE cul-de-sac, heading up in between the two existing houses. Progress has been slow due to conflicts with dry utilities, but the new sewer main connection to the new manhole was completed earlier this week.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the monthly Pay Estimate No. 1 for work completed in the first half of June, in the amount of \$87,166.32. Work included in this pay estimate consisted of a percentage of the mobilization, erosion control, utility locates, shoring, and the initial sewer manhole and main installation.

c.) Staff Report – Certification of PWTF Loan Application

Mr. Smith provided a report to the Board regarding the Certification of PWTF Loan Application

On April 8, 2021, the Board approved the construction contract for the Master Meter 3 Relocation Project, which will convert an existing intertie with the City of Everett to an emergency only connection. This will allow the District to supply the Silver Acres area from the south with an existing 12-inch water main in 12th Drive SE at a lower cost.

In early 2020, the District completed construction of a new 12-inch water main in 131st Street SE between 10th and 12th Drive SE. There is also a CIP project in the Water Comprehensive Plan to replace a portion of the old existing undersized cast iron water main in 10th Drive SE (Project D-4).

The State Department of Commerce is currently accepting project applications for Public Works Trust Fund (PWTF) loans with a deadline of July 9, 2021. PWTF loans are long term (5–20 year), low interest (< 1%) loans, available to agencies for design and construction of public infrastructure.

There is \$10 million available in the current loan cycle for pre-construction (design) projects, with a maximum of \$1 million per project. There is additional funding for construction projects, but 30% of the scoring points are for “shovel ready” projects that are ready to bid for construction.

District staff is proposing to submit a Pre-construction Loan Application for the design of a project to install approximately 4,700 feet of new 12-inch water main in 10th Drive SE, between 118th Place SE and 131st Street SE, which would complete a distribution network distribution line between Master Meter 3 and the existing 12-inch water mains to the south, in 12th Drive SE and 131st Street SE.

In addition, staff is proposing to install approximately 2,100 feet of new sewer main in 10th Drive SE between 118th Place SE and approximately 125th Street SE to provide service to parcels currently on septic. Typically, this work would be done through a Developer Extension Agreement as properties develop, but a new sewer main would be more cost efficient and less disruptive to install with the proposed water main.

The estimated total cost of the project is approximately \$7.5 million including design, construction, and inspection. However, that number is based on a high-level planning cost per foot of pipe and would likely change during the design. There is not enough confidence in the construction cost estimate at this point for staff to recommend applying for a construction loan.

Staff proposed to submit a PWTF Loan Application for \$450,000 for the design of the water portion of the project, which would have a 20% funding match by the District. The Comprehensive Plan Project D-4 was already included in the calculation of the recent connection fee update, so that portion could be paid from the water fund.

The cost of the new sewer main portion of the project could be paid directly out of the sewer fund or recovered through a new Special Connection Fee, similar to what has recently been done for the Sector 7 Lift Station and the 12-inch water main on 131st Street SE. If the loan application is successful, those sewer funding options will be brought to the Board for discussion.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized the President of the Board of Commissioners to sign the PWTF Loan Certification Form and directed staff to apply for design of the replacement of the existing water main in 10th Drive SE between 118th Place SE and 131st Street SE.

7.) MAINTENANCE & OPERATIONS REPORTS

a.) Staff Report- Apprenticeship Program

Mr. Berger provided a summary to the Board of Commissioners on a Staff report regarding the Apprenticeship Program.

On February 25, 2021, the District appointed Jacob Ainley to the position of Utility Maintenance Worker (temporary). Jacob was near the end of his term as a Seasonal Maintenance Worker and had performed exceptionally well. The temporary appointment was due to a labor shortfall that resulted from one of the District's Utility Maintenance 1 workers being deployed by the National Guard. The activation was due to the Covid-19 Pandemic and has been extended several times. Now, it has transitioned to an overseas deployment expected to last until mid-2022.

Previously, District staff discussed at a prior Board meeting, an interest in sponsoring an Apprentice position in the Apprenticeship Program sponsored by Evergreen Rural Water. An additional position was included in the budget for 2021 and is currently unfilled. This program provides training to new inexperienced workers and may help the District by providing a more formalized program to train new workers. The program is based on four steps over the course of two years, and the wage begins at 55% of a Journey Level wage. Wages are increased as the worker completes training and hours worked in the Apprentice position.

The Apprenticeship Program Requirements are:

- 4,000 hours of on the job training with a Journey Level employee
- 288 hours of formal training over a two-year period (provided by the program)
- Periodic worksite checks
- Documented onsite work hours
- Expert State Association mentoring
- Program cost is \$3,024 per year
- Program starts in July of 2021

This Apprenticeship Program is a State of Washington accredited program lasting two years.

District staff recommended enrolling Jacob Ainley in the Apprentice Program while he continues to serve in his temporary appointment. At the end of the two-year program, the District can hire Jacob (if an opening is available as a Utility Maintenance Worker 1, the District's equivalent to the Journey Level classification of the program; or, let him go and he will have the skill set to work effectively as a Journey Level Maintenance Worker at another entity. Over the course of the next two years, the District would base the salary of this position using the current Utility Maintenance Worker 1 classification, progressing Jacob through the scale as prescribed by the program.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized staff to enroll Jacob Ainley in the Evergreen Rural Water Apprenticeship Program at a cost of \$3,024 per year. Jacob's temporary appointment would continue through the duration of the Apprenticeship Program. The other position included in 2021 would remain otherwise unfilled.

8.) INTERAGENCY REPORTS

a.) Staff Report – EWUC Meeting

Mr. Smith provided a summary to the Board of Commissioners on a Staff report regarding the EWUC meeting.

General Manger Curt Brees and District Engineer Scott Smith attended the Everett Water Utility Committee (EWUC) Meeting, held on June 17, 2021. This meeting was held virtually, due to COVID-19. There was no Wholesale Sewer Customer Meeting following the EWUC Meeting this month.

The EWUC Meeting topics included: updates from the Department of Health, status of the Water Conservation Program, an overview of the Water Supply Situation, updates on Everett Capital Improvement Projects, an open discussion on the COVID-19 Emergency, a discussion on upcoming lead copper rule revisions and an addition to the agenda reporting on the potential regional chlorine shortage.

Ms. Apryl Hynes, City of Everett, provided a report on the Regional Water Conservation Program. Ms. Hynes reported that the contract for the vendor that provides online, and classroom instruction has been extended. The vendor will be prepared to present in either format next school year. Additionally, it was reported that there has been an uptick in the distribution of Water Conservation kits. There will be a small order of new conservation kits, an email will be sent to the program members to request new kits.

Ms. Jennifer Bailey, City of Everett, provided a report on the water supply. The reservoirs are lower than normal for this time of year in preparation for expected runoff from the above average snowpack (272%) in the watershed. No shortage of water supply is anticipated in 2021. The Water Situation Fact Sheet and a Water Storage Elevation Graph showing storage levels in the reservoir were provided as an attachment.

Ms. Jolyn Leslie, Department of Health (DOH), joined the meeting and provided an update on DOH staffing and the current issue regarding the regional chlorine shortage. Ms. Leslie reported that Ms. Erica Lindsey has moved to a new program within DOH and that various

staff including Ms. Leslie are backfilling the position until a permanent replacement is made. Next, a report was provided regarding the supply interruption for chlorine that may impact regional supplies. A chemical producer in Longview, Washington, suffered an electrical equipment failure which will impact production for a few weeks. This company is a regional supplier to Oregon, Washington, and Northern California. Water and wastewater utilities will be prioritized above other industrial uses for current inventories and when production resumes. DOH, together with large utilities, will be issuing an advisory press release. Small utilities were advised to confirm existing supply for the near-term disruption.

Mr. Grant Moen, Mr. Jeff Marrs and Mr. Soheil Nasr provided updates on several CIP projects, including transmission pipeline modifications, rehabilitation to Everett's Reservoir No. 2, emergency generator replacements at the Water Filtration Plant, and replacement of the East Clearwell roof. The transmission line work has been delayed until after Labor Day, to avoid impacts during peak demand time during the summer, and several of the capital projects are wrapping up in the final punch list stage, including the East Clearwell Roof project which may be put into use soon.

Several agencies provided updates on how they have adapted their operations because of the COVID-19 emergency. In general, agencies are starting to return to more normal operations or evaluating how and when to do so. Relaxed masking, vaccinations, return to work, and reopening policies were discussed by the participants.

Ms. Anna Thelen, City of Everett, facilitated a discussion on upcoming Lead Copper Rule Revisions, to gauge interest in reforming the regional group for compliance monitoring. In general, there was support for doing so to the extent feasible under the rule still in development. Mr. Smith provide the Board with a brief overview of the upcoming changes to the Lead and Copper Rule, and suggested it might be a good topic for an upcoming WASWD meeting.

There was no Wholesale Sewer Customer Meeting following the EWUC Meeting this month; however, a summary sheet was sent by email following the meeting.

b.) Staff Report – CWSA Meeting

Commission John Warner provided a summary to the Board of Commissioners on a Staff report regarding the CWSA meeting.

General Manager Curt Brees and Commissioner John Warner attended the Clearview Water Supply Agency (CWSA) Meeting held on June 16, 2021. The meeting was held in a video/teleconference format. The meeting agenda included a review of Maintenance and Operations Reports, approval of Vouchers, and review of the Financial Reports.

There were no after-hour callouts during the month of May. Minor maintenance items were completed at the pump station including: meter reading, grounds maintenance, general building maintenance, generator maintenance, and inspections. Mr. Joe Skeens (AWWD) reported that AWWD staff have been working on integrating new SCADA server hardware purchased in 2020. They hope to have the latest software running by the

end of June. In addition, it was reported that a portable generator receptacle was installed for critical systems (for a backup, backup power option). The average pumping during the month was approximately 10 MGD.

There were no major items to report with respect to finances for the month of February. Monetary Assets for CWSA, as of May 31, 2021, totaled \$1,034,218.02. The vouchers approved at the meeting totaled \$402,556.00. The District's utilization was 37.13% of the total volume delivered by CWSA during May.

An additional topic reviewed at this meeting was regarding the selection of an Engineering firm to complete a Capital Facilities Plan for the Clearview Group. Six firms were sent an invitation and four replied to express interest in the project. The Statement of Qualifications (SOQ) provided by each firm to the MRSC roster was reviewed by a selection committee. The SOQ provided by BHC was ranked the highest by the committee. AWWD staff will now work with BHC to develop a scope of work and fee estimate for future Board consideration.

The next meeting of the CWSA is scheduled for Wednesday, July 21, 2021. The meeting will be held at 3:00 p.m. The meeting will be held virtually, utilizing Teams.

9.) **STAFF REPORTS:**

a.) **District Engineer:**

Mr. Smith reported that he will be out of the office on vacation from July 2nd until July 12th.

b.) **Finance Manager:**

Mr. Nelson reported that utility billing had been sent for Cycles 1 and 7 with the new increased rates, and that the associated customer codes and HMS information had been updated successfully.

Mr. Nelson also reported that the Special Collection letters are having a positive effect on payments for accounts in arrears.

Mr. Nelson also reported that Jennifer Warhol is expected to return to work in mid-July.

c.) **O&M Manager:**

Mr. Berger reported that the District is flowing lots of water during the hot weather, with a recent peak of 7 MGD. District staff has also manually dosed Reservoir No. 3 with 17 gallons of sodium hypochlorite to increase chlorine residual levels.

d.) **Technical Services Manager:**

Mr. Busch reported that five copiers had been replaced recently in the District offices.

e.) **Attorney:**

Mr. Chambers provided a brief report on the Governor's announcements and actions regarding the ongoing COVID 19 pandemic.

This ends the Minutes of the June 24, 2021 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 June 24, 2021 regular meeting of Commissioners, duly adopted at a special meeting of the Board of Commissioners of the District, held at the regular meeting place thereof on July 8, 2021 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 July 2021.

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



Shauna Willner, Secretary