

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

October 28, 2021

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on October 28, 2021, beginning at 5:30 p.m. The meeting was held in hybrid format with Commissioners Anne Backstrom and Shauna Willner, in person at the District Administration Building. Also present in person was General Manager Curt Brees and Finance Manager Brad Nelson. Attending virtually was Commissioner John Warner, O&M Manager Ron Berger, District Engineer Scott Smith, and Technical Services Manager James Busch; 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 regular meeting of October 14, 2021 were unanimously approved as circulated.

**3.) PUBLIC COMMENT:**

There was 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. 17316 - 17365) in the amount of \$1,139,330.06; Revolving Fund Checks (Check No. 8153 - 8188) in the amount of \$90,683.43, were unanimously approved and signed as follows:

<b>Fund</b>	<b>Amount</b>
Water Maintenance	\$203,561.77
Water Capital Improvement	8,462.66
Sewer Maintenance	855,924.45
Sewer Capital Improvement	71,381.18
Revolving Check Fund	90,683.43
<b>Total</b>	<b>\$1,230,013.49</b>

**b.) Staff Report – Columbia Bank Merger with Umpqua Bank**

Mr. Nelson provided a Staff report to the Board of Commissioners regarding the Columbia Bank merger with Umpqua Bank.

The District has a Commercial Banking Service Agreement with Columbia Bank that was executed in 2014 after a Request for Proposal process. Columbia Bank has been successfully providing banking services including, remote check capture, positive paycheck payments, and other online services. Representatives from the bank called the District and disclosed the pending merger with Umpqua Bank. Umpqua Bank is also a regional bank with their main services in Oregon and southern Washington.

Umpqua Bank will be the surviving bank (in name) and is already a member of the State of Washington's Public Deposit Protection Program, which is a requirement for any bank holding public deposits. Following changes in bank regulation that followed the 2008 economic crisis, the banks are required to hold more collateral for public funds and most banks are not very interested in public sector banking as it is less profitable.

Columbia Bank is offering to extend the District a banking service price guarantee for 3 – 5 years at our current rates. Banking services are running about \$850.00 per month, depending on transaction flows. Staff believes this is a good option and we are very satisfied with the service provided by Columbia Bank. The District would still have the option to end the contract before the 3 – 5 years. The attorney for the District has reviewed the contract and finds it acceptable.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized the General Manager to execute a Commercial Banking Service Agreement to lock the price of banking services for five years.

**c.) Staff Report – 2022 Salary and Wage Report**

Mr. Nelson provided a Staff report to the Board of Commissioners regarding the 2022 Salary and Wage Report.

The District's third largest expense, behind sewer treatment/water wholesale costs and capital improvements, is salaries, wages, and benefits. The 2022 Salary and Wage Forecast reviews the expected changes to the District's labor costs, due to inflation (CPI-W), employee insurance rates, taxes, employment laws, and the District's labor force. Currently, the District has 33 full-time equivalent employees, a part-time Utility Clerk, a part-time Electrician, and up to five Seasonal Worker positions, two of which were filled at some point in 2021.

For 2022, the General Manager is recommending to Board of Commissioners hiring two new positions. The first is an Engineering Associate to work under the District Engineer. The second position is an Apprentice Maintenance Worker. There will be a slight reduction in the number of seasonal positions, which have been difficult to fill in the current labor market. In addition, the General Manager proposed reclassifying one existing staff for the Building and Grounds position. This would entail changing the existing Building and Grounds Maintenance Worker title to a Building and Grounds Maintenance Worker I and then creating a new classification for a Building and Grounds Maintenance Worker II.

The cost estimate of this reclassified position is based on a 5% adjustment to the employee's existing salary. The General Manager will provide a draft job description and recommended salary, based on a comparison to peer agencies for each position in December when the Board is presented the 2022 Salary and Wage resolution. The costs of these respective changes were provided to the Board.

The District provides each regular full-time employee with a monthly salary, based on a Salary Table adopted annually by the Board of Commissioners. The District's compensation policy has been to be a preferred employer among peer water and sewer agencies. Salaries were comprehensively reviewed in 2008 and in 2015. Since 2015, the wage rates have been adjusted for inflation and individual classifications have been reviewed, but there has not been a comprehensive study or comparison.

The Board of Commissioners annually reviews the CPI-W (Oct-Oct) as an inflation index. The estimated 2021 October to October CPI-W for the Seattle-Tacoma area is 5.811%. The total forecasted salary and benefit costs of a 5.811 % COLA is \$222,658. The actual October to October CPI-W will be released later in November. Staff will provide the final October to October CPI-W in December. In addition, the General Manager's November discussion regarding employee performance increases will include estimated costs in 2022 of \$90,615. This is based upon an average merit increase of 2.5%. Overall, this merit component is lower than recent years as it factors the high COLA and many of the District's employees are at or near the top of their salary range due to tenure in their positions. This does not include employees who will have their first six-month probationary evaluation or employee's whose positions are being reclassified for 2022, as they will be afford a merit opportunity between 0-6% or reclassification of 5%.

The District's overtime usage can be a difficult labor cost to estimate, since it is highly dependent on unanticipated after-hour emergencies, the specific employee assigned to the event, and whether the event happens on a weekday (1.5\*rate), weekend or holiday (2.0\*rate). Most of the District's overtime usage is related to field and maintenance needs, though about 40-50 hours annually are dedicated to office staff for shut-off day or travel for training events.

For 2021, the District is experiencing an upturn in overtime usage. For Finance staff the overtime usage was related to the coverage following an employee resignation until a new employee was hired and during a period of extended medical leave for another employee. For Operations, the increase in overtime was attributable to increased work at the lift stations, mainly Thomas Lake Lift Station. For planning purposes, staff is planning a small reduction for Executive, GIS/IT, and Finance, while keeping Operations at their 2021 estimate of 845 hours.

In addition to overtime costs, District Field staff are required to perform Stand-by Duty. This provides the District with a 24-hour, 7-days a week response to customers, the SCADA System, and other field maintenance needs.

The District started 2021 with one part-time Utility Clerk at the front counter, a part-time Project Electrician, and one seasonal worker, with the authority to hire an additional part-

time IT Project Manager. Staff recommended the hourly rate of the seasonal part-time workers be increased to a range of \$18.00 to \$24.00 per hour, given the competitive labor market. The other (skilled) part-time workers are paid a higher hourly rate, based on their job classification.

For 2022, the General Manager recommended up to three summer Seasonal workers for Operations and one for IT to assist in the collection of GIS data. This is a slight reduction from 2021.

The District pays FICA, Medicare, and Workers Compensation for part-time or seasonal employees. The District pays for PERS for the part-time Utility Clerk and would for an IT Applications Developer Integrator. A Table provided outlined the estimated costs for the District's seasonal and part-time labor resources.

The District is served by a three-person elected Board of Commissioners. Commissioners are compensated at a per-meeting-rate of \$128.00. This rate is established by RCW 57.12.010. The meeting rate is adjusted every five years by the State of Washington's Office of Financial Management based on CPI, with the last adjustment in 2018. RCW 57.08.100 authorizes Districts to provide Commissioners with the same health, group, or life insurance coverages, as their employees. The District is required to pay Federal FICA and FICA Medicare for Commissioners, and elects to cover the Commissioners for Washington State L&I. The total Commissioner compensation for 2022 is estimated to be \$78,563.

The District provides regular full-time staff a \$250.00 per month 457K matched contribution and \$125.00 per month for regular part-time employees. Currently, there are 31 regular full-time and 2 part-time employees taking part in the program. For 2022, staff is forecasting all eligible employees will take part in the program for an annual cost of \$108,600.

The District provides regular full-time employees with a monthly pre-tax benefit of \$2,240 to purchase medical, dental, vision, and MVEBA benefits. This amount was increased from \$2,215 in 2021. The employee's MVEBA account can then be used to pay for medical costs, including deductibles, COBRA Health Insurance costs, prescription drugs, medical equipment, or other non-covered medical expenses. Once an employee has selected their medical, dental, and vision coverage, the employee can then transfer 75% of any remaining funds to their MVEBA Account.

Staff recommended retaining PEBB for medical and vision benefits, and MetLife for dental, long-term disability, and life insurances. District employees will start open enrollment in November 2021. The 2022 PEBB rates had a small increase – with the most used plan increase between \$24.28 to \$60.41 per month depending on the number of dependents covered. Dental insurance rates decreased slightly ranging between \$5.40 to \$17.45 per month, depending on coverage levels. The District's MVEBA stipend will not fully cover the increase for family coverage with a shortage of about \$24.70 per month. A \$35.00 per month increase to the Stipend would bring the amount to \$2,275 per month. The net increase to the District's costs for this if the \$35.00 per month increase were to be

included is \$11,200. A resolution will be brought forward with a proposed change to the MVEBA stipend for consideration at a future meeting.

Since the District pays January 2022 medical and dental insurance premiums with the December payroll process, staff recommended the District's Board adopt the HRA VEBA increase in November, effective for the December payroll. This would increase 2022 benefit costs just under \$650.00 for the December payroll.

The District is required to participate in Washington State's Public Employee Retirement Systems (PERS) for all PERS covered positions. Both the employer and the employee contribute to PERS, based on a percentage of gross monthly salary. PERS I and II are defined benefit programs and PERS III is a defined contribution program. In July 2021, the State decreased the employer rate from 12.97% to 10.25%. and employee contribution rates are expected to decrease from 7.90% to 6.36%.

The District is required to participate in Washington State's Worker's Compensation (L&I) for all employees. The District pays the L&I premiums based on a fixed cost per hours worked. L&I provides employees with benefit coverage when they are injured on the job.

The Department of Labor has announced plans to change rates in 2022 by 3%, which would cost the District \$1,907. However, due to the COVID-19 Pandemic and the State's brewing budget crisis, staff would not be surprised to see a higher mid-year increase. The General Manager will evaluate joining a Retroactive pool as a possible way to reduce these costs, a pool is available to the District through WASWD.

The District is required to participate in the Federal FICA and Medicare Programs. Both the employer and the employee contribute to FICA, and Medicare is based on the employee's gross salary. The 2022 Salary and Wage Forecast does not provide an increase in either FICA or Medicare; however, as stated before, staff anticipates the cost of Health Care Reform to impact the District's future Financial Statements.

The State of Washington's new Paid Leave Program started having employee premiums paid in 2020. The employee rate is .3590%. Since the District has less than 50 employees, there is not an employer portion. The District amended its paid time off rules to address recent rule adoptions by the Department of Labor. The State has recently announced the "first" rate increase that will affect employee rates.

The District discontinued E-Sick and E-FLMA leave in 2021; and as such, will have no costs for 2022.

The Washington State Legislature adopted June 19<sup>th</sup> as a State Holiday and provided authority for municipal corporations to determine if they would extend the holiday to their employees. Currently, the District has 10 formal and 3 floating holiday days. With respect to the June Holiday, the Board could decide to do nothing and not provide the holiday; provide the holiday and add an additional holiday for employees or add the additional formal holiday and subtract one floating holiday retaining the current thirteen paid

holidays. A decision on holidays for 2022 will be made at a future meeting date when the calendar for 2022 is established.

Based on the following assumptions, staff anticipates the District's total labor costs to be \$3,970,463 in salaries and \$1,771,989, in benefits. The largest single labor group is the regular full-time employees, at a forecasted 2022 cost of \$3,664,020 in regular salary and \$1,657,101 in benefits. Tables were provided that outlined 2022 Total Salary and Benefit Costs, 2022 Detailed Forecasted Salaries and Benefits, the District's current Organizational Chart, and the historical and forecasted CPI-W.

The Board of Commissioners discussed the 2022 Salary and Wage Report and directed staff to include the proposed changes to the labor assumptions and the 2022 COLA increase in the Financial Plan for 2022.

d.) **Staff Report – 2022 Equipment Replacement Assumptions**

Mr. Nelson provided a Staff report to the Board of Commissioners regarding the 2022 Equipment Replacement Assumptions.

In 2007, the District's Commissioners approved Resolution No. 623, which adopted an Equipment Replacement Schedule for the District. This schedule authorized an Equipment Replacement Schedule of \$1,878,150 over the next twenty years. Since its approval, the District has purchased replacement vehicles and developed new assumptions for the District's vehicles and equipment and with updated replacement costs.

Staff reviews the assumptions annually and prepares a report to the Board of Commissioners for their review, as part of the financial planning process. Starting in 2018, staff began including technology replacements into the financial planning process. However, unlike vehicles and field equipment, technology products have a much shorter life and include licensing and/or maintenance agreements as part of their ongoing costs.

For this report, the term "*new*" means vehicles and equipment that have not previously been approved by the Board of Commissioners and will be added to the Equipment Replacement Schedule. The term "*replacement*" means vehicles and equipment that have been previously approved by the Board and are being replaced by purchasing new vehicles or equipment. The term "*surplus*" means the vehicle will be sold, which typically is after the replacement vehicle is received by the District. The term "*retained*" means the existing vehicle that will be replaced by a new vehicle but not sold for an extended period. Retained vehicles continue to incur maintenance and operation expenses but can be a lower cost method to addressing short term vehicle needs like the District is currently experiencing during COVID-19. To clearly identify retained vehicles and the reason and expected surplus date, staff updated the Equipment Replacement Schedule for review, and highlighted the specific retained vehicles at the bottom of the Vehicle list, with the reason for the retention and the expected surplus/sale date.

For 2022, staff's recommendations would result in a net change in future replacement costs from \$3,495,000 to \$3,564,500, or \$119,500 over the next twenty years. Tables were

provided that outlined the District's historic and current replacement costs by year and staff's recommended changes for 2022.

In addition, staff recommended \$32,500 in changed Equipment Replacement Assumptions related to four 2022 replacements. Returning Vehicle #81 – 2020 Tesla, and replacing it with Vehicle #84 - 2021 RAV4, lowered the future replacement costs by \$11,000. Replacing Vehicle #59 – 2014 Ford Escape with a Ford Maverick Hybrid, reduced procurement costs by \$4,000. Replacing Vehicle #53 – 2011 F-250 with an F-150 will reduce procurement costs by \$6,500. Staff has researched the costs to replace Vehicles #46 and #54 with like vehicles and is projecting that the cost will be significantly higher due to inflationary increases for the super-duty trucks. The additional projected cost for Vehicle #54 is \$20,000 and an additional \$34,000 for Vehicle #46.

For 2022, staff recommended \$87,000 in new equipment purchases. Staff recommended the purchase of two additional attachments to Vehicle #78 – 2019 Hook Truck. The two attachments are a second concrete body (dump box) and a dedicated asphalt box, both costing \$18,500. Staff also requested purchasing a smaller bypass pump for approximately \$50,000.

For 2022, staff recommended purchasing \$363,000 in new and replacement vehicles and equipment as outlined in a Table that was provided to the Board.

Staff would note that the State of Washington General Services, the agency that operates state procurement, is only guaranteeing the pricing and 2022 delivery dates of F-350 and F-550 trucks until November 5, 2021. After this date, the State is not able to confirm availability, pricing, or delivery of these models, due to supply chain issues. Staff recommended that if the Board approves the changes of replacement assumptions and replacement of these two vehicles, they authorize staff to order the trucks prior to November 5, 2021.

Staff included a 2022 IT Equipment Replacement list for both equipment and Licensing Agreements. For 2022, staff recommended the replacement of \$96,500. In addition, staff recommended the purchase of four lift station security cameras at a cost of \$8,000. A Table was provided that outlined the 2022 IT replacement purchases.

Staff also recommended the purchase of an additional Maintenance Services Agreement for Security Information and Event Management (SIEM) as outlined in the District's 2021 Risk and Resiliency Plan. The Security Information and Event Management (SIEM) is a field within the field of computer security, where software products and services combine Security Information Management (SIM) and Security Event Management (SEM). They provide real-time analysis of security alerts generated by applications and network hardware. The software would perform and cost \$50,000 annually. As software costs are frequently requiring an annual licensing and/maintenance agreement, staff provided to the Board, an outline of these agreements and their annual costs as an attachment.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the 2022 Equipment and Technology Replacement and

Assumptions, and directed staff on 2022 purchases and changes to the assumptions – including the ordering of the Ford F-350 and Ford F-550 replacements, prior to November 5, 2021.

**5.) DEVELOPMENT PROJECTS:**

**a.) Update – Brasswood Pipe Bursting**

Mr. Smith provided an update to the Board of Commissioners regarding the Brasswood Pipe Bursting project.

Mr. Smith presented several photos documenting the projects progress, the work is near completion with restoration activities ongoing. Additionally, Mr. Smith noted that a change in conditions was encountered in that the existing pipe was ductile iron rather than the anticipated PVC on one of the runs between manholes. This required more open trench work and less pipe bursting than was originally planned.

**6.) MAINTENANCE & OPERATIONS REPORTS:**

**a.) Staff Report – Sole Source Resolution**

Mr. Brees provided a Staff report to the Board of Commissioners regarding the Sole Source Resolution No. 817.

The District continuously monitors several water quality parameters at all three Reservoirs and two of the master meters. It is a requirement under federal and state rules to monitor at one location. The additional data from having analyzers at all the reservoirs allows District staff to closely monitor water quality and adjust operations, ensuring District customers receive high quality of drinking water.

The ProMinent brand has been selected by District staff as the District’s standard and the equipment has been specified in several construction contracts. Having a single brand simplifies training and reduces operational and maintenance costs in that parts and consumable supplies for only one brand of equipment are required. Currently, District staff have obtained a quote to purchase an additional set of analyzers to be used in conjunction with Master Meter No. 9. This new sample point is representative of the supply from the Clearview pipeline. The quote is for \$17,150 which is below the threshold for competitive bidding but is significant enough that we would typically obtain multiple quotes. However, the ProMinent brand of equipment is sold by a single distributor for the Pacific Northwest, TMG Services, and therefore only one quote is available.

In addition, future purchases may exceed (individually or in combination) competitive bidding thresholds; therefore, a resolution was drafted to designate TMG Services as the sole source supplier for the ProMinent brand of water quality analyzers.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved and executed Resolution No. 817, to waive the competitive bidding requirements of RCW 57.08.050, and to purchase ProMinent Water Quality Analyzers and replacement parts from a sole source provider (TMG Services).



7.) **INTERAGENCY REPORTS:**

a.) **Staff Report – CWSA Meeting**

Mr. Smith provided a Staff report to the Board of Commissioners regarding the CWSA meeting.

District Engineer Scott Smith attended the Clearview Water Supply Agency (CWSA) Meeting held on October 20, 2021. Commissioner John Warner was granted an excused absence, due to a family emergency. The meeting was held virtually via Teams. The meeting agenda included a brief history of the CWSA, the annual overview of Maintenance and Financial Reports, and review of a consultant contract for Long-range Facility Planning.

AWWD Commissioner Donna Cross provided an overview of the history of the CWSA, including the formation of the agency, pipeline construction under the Snohomish River, and staffing changes over the years. Cross Valley Commissioner Skip Schott also contributed with recollections.

AWWD Maintenance Superintendent Joe Skeens provided an annual report on the CWSA Maintenance and Operation activities in 2021. Highlights included upgrading the flow control valves, replacing the generator block heater and HVAC blower, communication line and SCADA upgrades, gutter repairs, and construction of a shelter over the spare pipe stockpile at the reservoir. Transition couplers have been received for future pipeline maintenance or repair, and enough spare parts are in stock to cover 95% of typical repairs. Future work includes additional generator upgrades, pressure washing the reservoir, and working with the long-range planning consultant.

AWWD staff member Loretta Smith Kelty provided a brief Annual Financial Report, reporting that overall water consumption for each member agency was consistent with the previous year. It was also noted that July was the hottest and driest month on record, which affected water consumption. The disbursements approved at the meeting totaled \$609,725.95.

The CWSA Board approved a contract with BHC Consultants, in the amount of \$124,950, to create a Long-range Facility Plan. The plan will include collecting facility documentation from each agency, forecasting future water demand with projected land uses and current development densities, evaluating the existing CWSA facilities, and developing a Capital Improvement Plan for the next 20 years. Work on the Long-range Facility Plan should be completed by the end of 2022.

The next meeting of the CWSA is scheduled for Wednesday, December 15, 2021, at 3:00 p.m. The meeting will be held virtually, utilizing Teams, and will include approval of the annual budget.

b.) **Staff Report – EWUC Meeting**

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

District Engineer Scott Smith attended the Everett Water Utility Committee (EWUC) Meeting, held on October 21, 2021. This meeting was held virtually, due to COVID-19. A brief Wholesale Sewer Customer Meeting was held following the EWUC Meeting.

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 Projects, and an open discussion on the COVID-19 Emergency.

Ms. Jolyn Leslie, Department of Health (DOH), provided an update on DOH staffing. DOH has hired a new Regional Engineer, who has not been assigned a specific area, and a new Office Director. DOH is still primarily focused on the COVID situation, and responses on water issues may be delayed. In addition, a new PFAS rule will go into effect starting January 2022, but no details were provided.

Ms. Apryl Hynes, City of Everett, provided a report on the Regional Water Conservation Program. Conservation Kits should have been received if ordered but are still available if needed. She also reported that the educational outreach vendor has only been doing online sessions so far in the school year.

Ms. Jennifer Bailey, City of Everett, provided a report on the water supply. The reservoir level is just 1% less than normal for this time of year, and there is an 8.5-month supply of water in storage. The Water Situation Fact Sheet and a Water Storage Elevation Graph, showing storage levels in the reservoir, were provided as an attachment.

Mr. Jeff Marrs and Mr. Soheil Nasr, City of Everett, provided updates on a few CIP projects. Everett's Reservoir 2 project is under construction with expected completion in mid-2023. All the transmission main projects and shutdowns in Lake Stevens were successfully completed.

At the Water Filtration Plant, the design of a major generator project is nearly complete and ready for construction bids. There are several Water Filtration Plant Phase 2 improvement projects in the City's Water Comprehensive Plan, including valve replacement, flocculation chamber upgrades, chemical storage, and fluoride treatment. This work will be grouped together in a large upcoming design/build project.

A brief discussion was held on how EWUC members have adapted their operations because of the ongoing COVID-19 situation. In general, there have been no major changes recently, and agencies are waiting for additional Federal and/or State mandates.

There was a brief Wholesale Sewer Customer Meeting following the EWUC Meeting. The most recent projected billing summary sheet of sewer capital projects was provided. Everett's staff presented a summary of the anticipated requirements and timelines of the new DOE permit.

The City has contracted with HDR, an engineering consultant, to evaluate some initial optimization strategies for the treatment plant, which are due on May 22, 2022. Following the results of the first reporting cycle in March 2023, additional optimization or nitrogen

mitigation strategies may be implemented. The first DOE permit cycle ends in December 2025.

**8.) STAFF REPORTS:**

**a.) District Engineer:**

No further report.

**b.) Finance Manager:**

Mr. Nelson provided a status update on the creation of the installment contracts for the customer accounts with delinquencies incurred during the utility shut off moratorium. In total, 194 accounts met the criteria to create an installment contract, the bill format has been updated to reflect the changes. In addition, the property owners, renters and property agents, if applicable, will be sent a separate letter via mail describing the contracts in detail.

Mr. Nelson reported that the audit team from Clifton Larson and Allen (CLA) is on premise to conduct the Financial Statement Audit.

**c.) Technical Services Manager:**

No further report.

**d.) Attorney:**

No further report.

**e.) General Manager:**

No further report.

**This ends the Minutes of the October 28, 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 October 28, 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 November 10, 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 10<sup>th</sup> day of November 2021.

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

  
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Shauna Willner, Secretary