

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

October 10, 2019

The regular meeting of the Board of Commissioners of the Silver Lake Water and Sewer District was held on October 10, 2019, beginning at 5:30 p.m., at the District Administration Building. Attending were Commissioners Rod Keppler, Bill Anderson, and Anne Backstrom. Also present were General Manager Curt Brees, O&M Manager Ron Berger, and IT Technician Brian Malen; Eric Delfel with Gray & Osborne, Inc., and John Milne with Inslee, Best, Doezie, and Ryder P.S., Attorney for the District. Two members of the public were also in attendance at the meeting.

**1.) CALL TO ORDER:**

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

**2.) APPROVAL OF MINUTES:**

The Minutes of the regular meeting of September 26, 2019 were unanimously approved as circulated.

**3.) PUBLIC COMMENT:**

No members of the public had comments.

**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:

<b>Fund</b>	<b>Code</b>	<b>Number</b>	<b>Amount</b>
Water Maintenance	743 5408666	.10-00-.10-051	\$299,490.67
Sewer Maintenance	743 5418666	.10-00-.10-010	599,837.91
Sewer Capital Improve.	743 5448666	.10-00-.10-003	10,723.74
Water Capital Improve.	743 5468666	.10-00-.10-003	8,455.11
Revolving Check Fund		6763 - 6778	50,602.48
<b>Total Warrants</b>			<b>\$969,109.91</b>

**b.) Staff Report – Amending Chapter 9.15 of the District Code (District Leak Adjustment Program)**

Mr. Brees provided a summary to the Board of Commissioners of a Staff report regarding Chapter 9.15 of the District Code (District Leak Adjustment Program) and Draft Resolution No. 782 – Updating District Leak Adjustment Program. Mr. Brees provided details on minor updates to the District’s Leak Adjustment Policy where the principal change is to allow customers additional time to apply for a leak adjustment, sixty days rather than thirty days. Mr. Brees also provided details on a possible additional modification, which is not recommended by staff, to extend the time in which leaks must be repaired in order to be eligible for an adjustment. Mr. Brees provided samples of

customer notification and the process currently used to define the repair within the thirty days eligibility requirement.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners adopted Resolution No. 782 - Updating the District's Leak Adjustment Program.

**5.) CAPITAL IMPROVEMENT PROJECT(S):**

**a.) Update – Reservoir No. 3**

Mr. Berger provided an update to the Board of Commissioners regarding the Reservoir No. 3 Project, discussing how the District's project team met with the General Contractor (Razz Construction) and supplier (Tideflex/Red Valve) on Monday of this week. In the meeting, the steps to determine the source of VOC contamination were reviewed, steps to put the mixing system back in service were discussed, and the reimbursement of District expenses incurred. The District will be following up with a letter to the General Contractor documenting the additional expenses.

**b.) Update – Waldenwood Lift Station Replacement Project**

Mr. Delfel provided an update to the Board of Commissioners regarding the Waldenwood Lift Station Replacement Project. Mr. Delfel provided a verbal report of the current construction activities occurring on site, discussed the alternate shoring plan proposed by the Contractor, and detailed the District's requirements for approval of the plan.

**6.) MAINTENANCE AND OPERATION REPORT(S):**

**a.) Demonstration of Updated District Website and Code Link**

Brian Malen (IT Technician) provided a demonstration to the Board of Commissioners showing updates to the District's Website and Code Link.

**b.) Staff Report – Amending Chapter 2.35 of the District Code**

Mr. Brees provided a summary to the Board of Commissioners on a Staff report and Draft Resolution No. 783 – Updating Policies and Procedures Related to the Availability of District Records.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners adopted Resolution No. 783 – Updating Policies and Procedures Related to the Availability of District Records.

**7.) INTERAGENCY REPORT**

**a.) State Auditor's Office – Schedule Entrance Conference**

Mr. Brees reported there is a State Auditor's Conference tentatively scheduled for November 7, 2019. Following discussion, it was determined that Commissioner Keppler would represent the Board at the Entrance Conference.

**8.) STAFF REPORTS**

**a.) District Engineer:**

No further report.

**b.) Finance Manager:**

No report.

**c.) Attorney:**

Mr. Milne reviewed the recent Washington Supreme Court hearing on King County's attempt to charge rent to utilities to use County Right-of-Way. Mr. Milne noted that there will not be a ruling for two to six months. Commissioner Backstrom inquired about the long delay for a decision and Mr. Milne described the typical process in which the Washington State Supreme Court operates.

Mr. Milne also reported on the Federal Way excise tax matter. The Supreme Court has presented tentative dates in January and February of 2020 for the hearing.

**d.) General Manager:**

Mr. Brees reported on a meeting that Mr. Brees and Mr. Berger had attended at the Alderwood Water & Wastewater District regarding the development of joint Standard Operating Procedures and Competency Based Training, to train the next generation of workers.

Mr. Brees also discussed the upcoming schedule of meetings in the month of December as the second regular meeting is currently scheduled for the day after Christmas.

Following discussion, by motion made, seconded, and passed unanimously, the Board of Commissioners canceled the regular Board of Commissioners Meeting scheduled for December 26, 2019, and scheduled a special meeting for December 24, 2019, at 1:30 p.m.

**This ends the Minutes of the October 10, 2019 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 10, 2019 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 24, 2019, 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 24<sup>th</sup> day of October, 2019.

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

  
**Bill Anderson, Secretary**