

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

August 26, 2021

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on August 26, 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 General Manager Curt Brees and Finance Manager Brad Nelson. Attending virtually was District Engineer Scott Smith and Technical Services Manager James Busch; 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 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 August 26, 2021 were unanimously approved as circulated.

**3.) PUBLIC COMMENT:**

Kelli Armstrong and Dylan Burns, who are both employees of the District, provided comment to the Board regarding the development of a policy of the District to require vaccination against COVID-19. On August 12, 2021 the Board directed the General Manager to prepare a draft policy for consideration at a future meeting. Both individuals shared some of their personal experiences and beliefs regarding vaccination and asked that the Board not implement a policy that would require vaccination as a condition of employment.

**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. 17077-17143) in the amount of \$1,235,754.11; Revolving Fund Checks (Check No. 8001-8035) in the amount of \$89,688.43, were unanimously approved and signed as follows:

Fund	Amount
Water Maintenance	\$524,936.02
Water Capital Improvement	9,684.29
Sewer Maintenance	214,280.34
Sewer Capital Improvement	486,853.46
Revolving Check Fund	89,688.43
<b>Total</b>	<b>\$1,325,442.54</b>

**5.) CAPITAL IMPROVEMENT PROJECTS:**

**a.) Staff Report – Windsong Pay Estimate No. 3**

Mr. Smith provided a summary to the Board of Commissioners on a Staff report regarding Windsong Pay Estimate No. 3.

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

Work has been completed for the new gravity sewer main from the old Windsong Lift Station to the 45<sup>th</sup> Ave. SE cul-de-sac. Restoration work has been done, including between the two houses near the sewer main, and the roadway was repaved on August 4, 2021. Only minor punch list and paperwork items remain for the primary portion of the project.

The only remaining field work is on the second portion of the project, which consists of installing a new surge valve to regulate pressure on the Waldenwood Force main. The underground vault and new discharge sewer main have been installed, but the delivery of the surge valve itself has been delayed until September.

Mr. Smith, in response to a question from Commissioner Warner, detailed some of the Citizen complaints related to the temporary lane closures that resulted in traffic delays, dust, and noise. Mr. Smith reported that the District was not able to directly respond to the complaints in a timely fashion as they were first directed to the City of Everett and then Snohomish County prior to the District receiving any notification. Mr. Smith suggested that a project sign might be employed in the future for similar projects. Letter notices were sent by the District to the adjacent property owners, but with only one access to the neighborhood many were impacted by the minor delays.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the Monthly Pay Estimate for work completed on both Schedule “A” and “B” bid items in the second half of July and first half of August, in the amount of \$387,486.30.

**b.) Staff Report – Waldenwood Lift Station – Final Project Closeout**

Mr. Smith provided a summary to the Board of Commissioners on a Staff report regarding the Waldenwood Lift Station – Final Project Closeout.

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, Change Order No. 2 was approved on October 8, 2020, Change Order No. 3 was approved on February 11, 2021, and Change Order No. 4 was approved on August 12, 2021.

All the required contractor field and paperwork items have been completed on the project. After the project is deemed complete and accepted by the Board, District staff will file the

required Notice of Completion form with the State Departments of Revenue, Employment Security, and Labor & Industries.

When the acceptance letters are received from those agencies and a 60-day period has passed, the contractor's retainage bond will be released.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners accepted the Waldenwood Lift Station Replacement project as complete and accepted and approved the final project pay estimate in the amount of \$9,581.81. Work included in this pay estimate consisted of the fuel tank bollard installation as approved in Change Order No. 4.

**c.) Staff Report – Asphalt Paving Unit Price Contract – Pay Estimate No. 2**

Mr. Smith provided a summary to the Board of Commissioners on a Staff report regarding the Asphalt Paving Unit Price Contract and Pay Estimate No. 2.

The District awarded the Asphalt Paving Unit Price Contract to JB Asphalt Paving, Inc. on March 25, 2021. Pay estimates will be approved by the Board as work is completed.

The District's paving work is completed under a master unit price contract with a not-to-exceed amount of \$500,000, with individual task orders that have a defined scope and cost for each task. The unit price contract is good for one year with an option to extend for another year.

The four identified paving task orders for 2021 are a restoration overlay of 131<sup>st</sup> Street SE, which was completed in June, many deferred manhole and valve cover replacements, two maintenance repair patches, and some paving on the District's Reservoir No. 4 site.

The second task order for two maintenance repair patches was completed on July 23<sup>rd</sup>, one in a cul-de-sac on 36<sup>th</sup> Avenue SE and one over the transmission line to the Clearview Reservoir. A portion of the latter site will be billed to the CWSA Group, which involved upgrading the ADA ramps on each corner to meet County roadway restoration requirements.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the Monthly Pay Estimate in the amount of \$118,422.96 for paving work associated with Task Order No. 3 at two maintenance repair sites. This estimate also includes the final pavement striping on the 131st Street overlay.

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

**a.) Update – Cancel Regular Board Meeting of Thursday, September 9, 2021, and Schedule a Special Board Meeting for Tuesday, September 7, 2021**

Mr. Brees provided an update to the Board of Commissioners regarding canceling the Regular Board meeting of Thursday, September 9, 2021, and scheduling a Special Board meeting for Tuesday, September 7, 2021.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized canceling the Regular Board meeting of Thursday, September 9, 2021, at 5:30 p.m., and scheduling a Special Board meeting for Tuesday, September 7, 2021, at 5:30 p.m.

7.) **INTERAGENCY REPORTS:**

a.) **Staff Report- CWSA Meeting**

Mr. Brees 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 August 18, 2021. The meeting was held virtually via teams. The meeting agenda included a review of Maintenance and Operations Reports, approval of Vouchers, and review of the Financial Reports.

There was no after-hour callout during the month of July. Mr. Joe Skeens reported that delivery of the 24" pipeline couplers have been received and are currently being stored at the pump station. These couplers are essential to make emergency repairs to the Clearview pipeline which is large diameter welded steel. Twenty-four-inch (24") pipe is on hand at several locations. Previously, there was no easy way to connect this 24" pipe to the existing pipeline in the event of an emergency.

The pump station ran at 12.5 MGD for most of the month and then switched to a fixed speed pump on July 28<sup>th</sup>, pumping at 13.5 MGD.

There were no major items to report with respect to finances for the month of February. Monetary Assets for CWSA, as of July 31, 2021, totaled \$1,052,666.56. The vouchers approved at the meeting totaled \$604,235.92. The District's utilization was 50.18% of the total volume delivered by CWSA during July. AWWD staff reported that the PUD invoice due date has changed and this month the invoice is for approximately two months of service.

The Board reviewed Resolution No. 21-2021 approved by the CWSA Board, which changes the meeting frequency for the Clearview Water Supply Agency Board. Meetings will now only be held in the even numbered months of the year. The Board authorized the staff of the AWWD to pay invoices for recurring expenses between meetings.

Recent meetings have required little action of the Board beyond approval of payment vouchers. Mr. Brees suggested an edit to the resolution so that resolution would only address one topic, the payment of expenses between meetings. Mr. Brees suggested rather than setting a new permanent meeting schedule, that on an annual basis the Board could cancel meetings as they see fit, based on projected workload, via motion. If a meeting was needed on an odd month the monthly meeting schedule would be retained and therefore the meeting would not be a special meeting according to the provisions of the OPMA. Following discussion, the resolution was approved as drafted.

Under new business, AWWD staff provided an update on the draft scope of work being developed with BHC (consultant) to prepare a long-range facility plan. It is anticipated that the final scope and fee will be ready for Board consideration at the meeting in October.

The next meeting of the CWSA is scheduled for Wednesday, October 20, 2021. The meeting will be held at 3:00 p.m. The meeting will be held virtually, utilizing Teams.

**b.) Staff Report-EWUC Meeting**

Mr. Brees 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 August 19, 2021. This meeting was held virtually, due to COVID-19. There was no Wholesale Sewer Customer Meeting 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, Mutual Aid Agreements, and an open discussion on the COVID-19 Emergency.

Ms. Jolyn Leslie, Department of Health (DOH), joined the meeting and provided an update on DOH staffing and the recent issue regarding the regional chlorine supply. DOH is in process of filling two vacant engineer positions, as well as some upper management spots. The impacts of the recent chlorine plant shutdown have been minimized, although production of other chemicals have been affected as well, and Everett reports they are getting regular chlorine shipments with a 30-day supply on hand.

Ms. Apryl Hynes, City of Everett, provided a report on the Regional Water Conservation Program. Conservation kits have been shipped if ordered and are still available if needed. She also reported that the educational outreach vendor is prepared to present in either online or in-person format for the upcoming school year.

Ms. Jennifer Bailey, City of Everett, provided a report on the water supply. The reservoirs are at 96% of normal for this time of year, and 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 to the Board.

Mr. Jeff Marrs and Mr. Soheil Nasr provided updates on several water CIP projects, including transmission pipeline modifications, ongoing construction to rehabilitate Everett's Reservoir No. 2, an upcoming design/build project for the City's Reservoir No. 3, the design of the emergency generator replacements at the Water Filtration Plant is 95% complete, and the replacement of the East Clearwell roof is also complete. The Lake Stevens transmission line work is underway in stages with approximately one week of shutdown per line and should be complete by the end of September.

Mr. Nasr also provided a brief discussion of the status of various mutual aid agreements available and updating the current contact information for each agency. He encouraged all agencies to join the WAWARN agreement group, if they have not already done so.

Several agencies provided updates on how they have adapted their operations because of the ongoing COVID-19 situation. In general, agencies are mixed in considering a mandatory vaccine policy, but consistent in following current guidelines for wearing a mask in public spaces.

There was no formal Wholesale Sewer Customer Meeting following the EWUC Meeting this month, although Everett provided a summary of their current response to the proposed permit changes from the Department of Ecology. Essentially, they have provided comments on the proposed nutrient rule and are using a consultant to look at treatment plant optimization strategies. The most recent projected billing summary sheet of sewer capital projects was attached.

**c.) L&I Requirements & Guidance for Preventing Covid-19 Update**

Mr. Brees provided an update to the Board of Commissioners on L&I requirements & guidance for preventing Covid-19 and how this guidance is being implemented at the District's facilities.

**8.) STAFF REPORTS:**

**a.) District Engineer:**

No further report.

**b.) Finance Manager:**

Mr. Nelson reported on the status of customer payments with respect to the volume of payments and long-term delinquencies. Mr. Nelson noted that many customers have resolved their delinquencies in recent months, but there is a small number of customers who have not paid since the start of the pandemic.

**c.) Technical Services Manager:**

No further report.

**d.) Attorney:**

No further report.

**e.) General Manager:**

Mr. Brees reported that staff has been meeting with two vendor teams to review proposals for the District's new meter standard and automatic metering system.

Mr. Brees reviewed the office hours of the District on the Friday before Labor Day. The office will close to the public at noon on September 3, 2021.

**This ends the Minutes of the August 26, 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 August 26, 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 September 7, 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 7th day of September 2021.

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

  
Shauna Willner, Secretary