

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

September 24, 2020

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on September 24, 2020, beginning at 5:30 p.m. Attending by video conference, were Commissioners Anne Backstrom and John Warner. Commissioner Shauna Willner joined the meeting by teleconference, after experiencing technical difficulties joining the videoconference. Also present by video conference were General Manager Curt Brees, District Engineer Scott Smith, Finance Manager Brad Nelson, O&M Manager Ron Berger, 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 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 September 10, 2020 were unanimously approved as circulated.

3.) PUBLIC COMMENT:

No members of the public participated in the teleconference.

4.) FINANCIAL MATTERS:

a.) Vouchers and Check(s) Approval

Following discussion of various matters and a review of one of the payments included in the vouchers, Vouchers (Check No. 15656 – 15725) in the amount of \$1,008,768.71; Revolving Fund Checks (Check No. 7311 – 7347) in the amount of \$11,840.03, were unanimously approved and signed as follows:

Fund	Amount
Water Maintenance	\$167,824.88
Water Capital Improvement	15,484.22
Sewer Maintenance	803,338.02
Sewer Capital Improvement	22,121.59
Revolving Check Fund	11,840.03
Total	\$1,020,608.74

5.) DEVELOPMENT PROJECTS

a.) Staff Report – Crestview II Easement Relinquishment

Mr. Smith provided a Staff report, Site Plan, approved Construction Plan sheet on the Crestview II Easement Relinquishment.

On October 24, 2019, the Board approved the Developer Extension Agreement for the Crestview II project. This is a 25-lot plat that will complete the second half of the existing development located immediately east of Reservoir No. 4. There were existing water and sewer mains onsite which have been removed, and new water and sewer mains have been installed in the future public street.

The previous water and sewer mains were located within five different easements, since the utility mains were constructed in stages on three private parcels. These easements would be located on the new proposed lots, and in some cases underneath the new houses. The easements have no future use or value to the District and should be relinquished to avoid encumbering the new development lots.

The staff recommended to approve the relinquishment of the existing water and sewer easements on the Crestview II development site.

Following discussion, by motion made, seconded, and carried unanimously the Board of Commissioners authorized the General Manager to relinquish the existing water and sewer easements on the Crestview II development site.

6.) CAPITAL IMPROVEMENT PROJECTS

a.) Staff Report – Asphalt Paving Unit Price Contract Bid Results

Mr. Smith provided a Staff report, Bidder Project Experience Requirement sheet, and submitted bid from Judah of Lion Landscaping (JLL), regarding the Asphalt Paving Unit Contract Bid results.

On March 12, 2020, the Board approved the proposed work plan for 2020 Capital Improvement Projects. Included in the list of approved Capital Projects is an ongoing project for valve and manhole adjustments, which would be incorporated as part of an annual “on-call” paving contract. On May 28, 2020, the Board awarded a Consultant Engineering Contract to Perteet for the creation of a new unit price format contract, as well as the preparation of plans for some outstanding paving needs.

Work proceeded as planned on the new paving unit price contract, and the project was advertised for bids in the Everett Herald and Daily Journal of Commerce on August 24 and 31, 2020. The bid advertisement was also sent to paving contractors listed on the MRSC Small Works Roster. To accommodate the limitations imposed by the ongoing COVID pandemic, bids were received either in hard copy format or electronically by email, and were opened virtually at 2:00 p.m. on September 9, 2020.

However, only one bid was received, likely due to the late timing of the advertisement and the nature of paving work. Asphalt paving can only be done in relatively good weather conditions, and typically ends in mid-October until it restarts in April. Staff received a verbal response from one paving contractor who has done great work for the District in the past, but they were already booked through the end of the season and just did not have time to put in a bid. This is likely typical of the paving industry in the fall.

The one contractor bid that was received was from JLL, who has completed some small-scale landscaping and irrigation and park projects for various public agencies in the past. The bid seemed to be responsive with generally reasonable prices. However, the scope of the District's project is primarily a paving contract focusing on utility adjustments. As seen on the last two pages of the bid, JLL did not submit any relevant past project experience and does not have adequate paving equipment on hand. JLL would also have to subcontract out any major paving work (i.e. 131st Street Overlay).

The analysis by the staff and the design consultant is that the submitted bid does not meet the attached project experience requirements that were included in the Asphalt Paving Contract specifications. Consequently, the staff recommendation is that the Board reject all bids and rebid the project in early 2021.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved staff's recommendation to reject all bids received for the 2020 Annual Paving Unit Price Contract.

b.) Staff Report – Development of FOG Program

Mr. Smith provided a Staff report, Scope and Fee from Gray & Osborne regarding the development of a FOG Program.

On March 12, 2020, the Board approved the proposed work plan for 2020 Capital Improvement Projects. Included in the list of approved Capital Projects was the creation of a new Sewer Pre-treatment Program with a focus on reducing Fats, Oils and Grease (FOG) in the District's system. The District does not currently have a FOG Program, but the buildup of FOG in the conveyance system is an ongoing and increasing maintenance issue for the District.

The District has regulations in place for industrial customers in the Everett Treatment Basin, which relies on City of Everett staff for inspection and enforcement, but nothing for the Alderwood Sewer Basin. In addition, there are no current sewer pre-treatment regulations for commercial customers in either basin. There are approximately 370 existing commercial businesses of various types and sizes identified in the District, and newer (i.e. Farm at Mill Creek) or converted businesses (i.e. retail to restaurant) in commercial developments that generate FOG.

District staff solicited a Request for Qualifications (RFQ) for the engineering work needed for the creation of a FOG Program on July 24, 2020, to engineering firms listed on the MRSC Roster. Only one response was received from Gray & Osborne, likely due to the unique nature of creating a new regulatory program instead of a typical design project. However, Gray & Osborne has experience with creating similar sewer pre-treatment programs for Mukilteo Water & Wastewater District and several cities.

After input from staff, Gray & Osborne prepared a Scope and Fee for the creation of a new FOG Program for the District. There are 11 primary work tasks, plus meetings and project management. The cost of the work is estimated to be \$79,500 and would be

completed by September 2021. It should be noted that implementation and administration of a FOG Program will be a new and ongoing work item for the District, like the Cross Connection Control program.

Staff recommended approval of the proposed Scope and Fee from Gray & Osborne to create a FOG Program, to reduce current and future sewer maintenance demands in the District.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the proposed Scope and Fee from Gray & Osborne under the existing On-Call Engineering Contract, for the creation of a new FOG Sewer Pre-treatment Program.

7.) **MAINTENANCE & OPERATIONS:**

a.) **Staff Report – Seattle Hill Elementary Easement Access Road**

Mr. Berger provided a Staff report, photos, and a map regarding the new Seattle Hill Elementary Easement Access road.

The District maintains a sewer easement along the north boundary that runs the length of the Seattle Hill Elementary School property. Approximately two years ago, the school district installed a portable building on school property that blocked SLWSD access onto the playfield and sewer line. Discussions with the school district began as to how to best restore access to the easement. Scott Smith concluded these negotiations with a memorandum between the school district and the District, and a shared work plan to restore the access was agreed upon.

Historically, the District cleans all school sewer lines each summer with a Vactor Truck when school is out, to provide reliable sewer service and to not access school sites when they are in session. This sewer line at the school is very shallow and has backed up multiple times over the years, overflowing onto the playfield.

The District and Snohomish School District completed a joint work project to build a mutually beneficial access road onto the playfield. The District used the Track Hoe to excavate and remove a large Fir Tree stump, then excavated and removed the organic material, and built the access road from the parking lot onto the playing field. Snohomish School District removed a large Fir Tree, a concrete curb in the parking lot, brought in gravel, and compacted the road for vehicle usage. The school will install bollards to limit access to District and school district vehicles. Crew spent one day onsite constructing this access roadway.

b.) **Staff Report – Purchase Authorization A/V Equipment**

Mr. Busch provided a Staff report on the Purchase Authorization for A/V Equipment.

The District's Commissioner's Board Room currently has audio and visual equipment to support local meetings. This includes components such as microphones at the dais, speakers in the ceiling, a TV mounted on the wall, and a computer for presenting

information. This system was originally installed in 2007 with only minor upgrades since then. In 2019, as part of the financial planning process, staff recommended a project to upgrade the equipment, as there were known deficiencies with the equipment. The project was not included at the time, due to the limited utilization of the equipment back in 2019.

Due to social distancing requirements of the pandemic, there has been an increasing desire for remote meetings utilizing technologies such as MS Teams, Zoom, WebEx, etc. These include staff meetings, vendor meetings, interviews, etc. It is also anticipated that when the Governor's proclamation pertaining to the Open Public Meetings Act expires, Board meetings which are currently conducted in a completely virtual environment, will need to be held in a hybrid environment where there is both in person attendance and remote attendees.

Staff prepared a list of requirements to accommodate virtual meetings in the Commissioner's Board Room. Staff met with 3 AV vendors to request proposals:

- Dimensional Communications - \$19,660
- Morgan Sound - \$18,993.26
- Keycode Media - \$10,385

Staff determined that the proposal presented by Keycode Media did not meet District requirements in that it did not provide for the audio requirements that the District identified and failed to address other requirements entirely. The proposals from Dimensional Communications and Morgan Sound were similar and include the following features:

- Add wireless microphones for staff
- Upgrade existing AV system to support additional microphone inputs
- Add Pan-Tilt-Zoom camera
- Upgrade control system for more granular controls of microphone levels

These upgrades will allow for a proper interface between the Commissioner's Board Room and the various virtual meeting systems for both audio and video.

Staff recommended the proposal from Morgan Sound as it is the most complete solution and includes additional upgrades to the District's Crestron AV Control System to bring it up-to-date. Morgan Sound also includes an additional wireless microphone in their proposal and a lower cost option to add a second camera if needed. The mounting location for the PTZ camera is also better.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the purchase of video conference upgrades for the Commissioner's Board Room from Morgan Sound, at a cost of \$18,993.26.

8.) **INTERAGENCY REPORTS**

a.) **Staff Report – WASWD Utility Tax Information**

Mr. Brees provided an information sheet prepared by WASWD regarding the impacts of utility taxes that may be imposed, following recent State Supreme Court decisions. General Manager Brees, Commissioner Backstrom, Commissioner Warner, and Commissioner Willner attended the 2020 Virtual WASWD Fall Conference where this document was discussed.

8.) **STAFF REPORTS:**

a.) **District Engineer:**

No further report.

b.) **Finance Manager:**

Mr. Nelson reviewed with the Commissioners, the voucher approval packet and detailed how the new presentation provides information on the number of units, description of units, vendor, and cost. The Commissioners commented how they prefer the new presentation.

Mr. Nelson next reported on the status of delinquencies by commercial accounts. It was reported that the targeted notice that was mailed last month was effective, and most of the larger commercial delinquencies have been resolved. Mr. Nelson shared some specific examples.

Finally, Mr. Nelson reported that the Dental credit that was discussed at the last Board of Commissioners meeting, will be distributed with the upcoming payroll processing.

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

No further report.

d.) **Technical Services Manager:**

Mr. Busch provided a brief demonstration of the District's Asset Management System (Lucity). Mr. Busch highlighted the work of Katarina Hirai (GIS Analyst) who has indexed all of the recent CCTV inspections completed by the District's vendor (ProVac) of the District's sewer system. In the Lucity platform, there are many tools to look up and review the information and subsequently prioritize the repairs to be completed.

e.) **Attorney:**

Mr. Linton provided a brief update on how there have been several minor tweaks to the Governor's Proclamations, pertaining to the Open Public Meetings Act. Due to wildfires, provisions have been developed to permit certain in person meetings.

f.) **General Manager:**

Mr. Brees reported that a Clearview Water Supply Agency meeting had been held on Wednesday September 23rd. Alderwoods's new General Manager, Dick McKinley was present and introduced at the meeting. The Annual meeting for the Clearview Water Supply Agency is scheduled for October 21, 2020.

Mr. Brees provided an update to the Board regarding an employee survey that had been conducted on employee working conditions during the pandemic. In general, the employee response was very good, with employees expressing satisfaction with the response, working conditions and there is clear understanding of the policies and procedures. There were a few minor items identified that the District's management team is working to address on a one on one basis.

There being no further business before the Board, the meeting was adjourned.

This ends the Minutes of the September 24, 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 September 24, 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 October 8, 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 8th day of October, 2020.

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



Shauna Willner, Secretary