

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

January 26, 2017

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on January 26, 2017, beginning at 5:30 p.m., at the District Administration Building. Attending were Commissioners Bill Anderson, Rod Keppler, and Anne Backstrom. Also present were General Manager Patrick Curran, District Engineer Rick Gilmore, and Finance Manager Brad Nelson; Eric Delfel with Gray & Osborne; Eugene Matt with Matt & Associates, Inc., and John Milne with Inslee, Best, Doezie, & Ryder P.S., Attorney for the District.

**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 January 12, 2017 were unanimously approved as circulated.

**3.) FINANCIAL MATTERS:**

**a.) 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	.01-050-.01-082	\$217,227.47
Sewer Maintenance	743 5418666	.01-013-.01-019	17,897.52
Sewer Capital Improve.	743 5448666	.01-002-.01-002	2,093.84
Water Capital Improve.	743 5468666	.01-003-.01-003	13,896.36
Revolving Check Fund		5121 - 5143	41,023.99
<b>Total Warrants</b>			<b>\$292,139.18</b>

**b.) Staff Report – Fourth Quarter Financial Reports – December 31, 2016 (Pre-closing)**

Mr. Nelson presented a verbal summary to the Board of Commissioners of a Staff report regarding Fourth Quarter Financial Reports, December 31, 2016 (Pre-closing) for their review.

**4.) CAPITAL IMPROVEMENT PROJECT(S)**

**a.) Staff Report – Utility Relocation Seattle Hill Road Widening Project**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the Utility Relocation for the Seattle Hill Road Widening Project, for their review. This project totals approximately 8,400 feet of roadway and includes both cut and fill areas along the roadway profile and will widen the existing road ROW.

Staff is working with Gray & Osborne to prepare project plans and specifications for the adjusting of sewer manholes in significant cut and fill segments of the County Road project, and to adjust all manhole castings and valve covers to final grade. The District intends to use MRSC Small Works Roster to solicit its contractor.

Staff intends to include Taylor’s Excavators and Marshbank Construction in the short list of MRSC Contractors in the solicitation for bids, when the construction documents are completed. Prior to solicitation of bids, the project will be evaluated for cost to confirm the project meets the bidding guidelines for use of the MRSC Roster and the District authorized limits of the General Manager’s selection of a contractor to perform this work. The contractor chosen will adjust manholes, castings, and valve covers to final grade, following completion of the County Road Improvements for Seattle Hill Road.

Following discussion, by motion passed unanimously, the Board of Commissioners directed the General Manager to solicit and select a contractor from the MRSC Small Works Roster, to adjust manholes, castings, and valve covers to grade, following the Snohomish County Seattle Hill Road improvements.

**5.) MAINTENANCE AND OPERATION REPORT(S)**

**a.) Staff Report – District Fire System Upgrades**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding District Fire System Upgrades, for their review. The District has had challenges with the existing fire system located at the Headquarter Site. Since October 3, 2016, the District’s alarm monitoring service has called staff after normal business hours 29 times to report the fire system was not working properly. Siemens is the District’s current vendor for fire system support. They have tried to repair the system without success and stated the District needs to upgrade the 10-year old equipment so things will work properly. The current system is not expandable to serve the District’s future needs.

District staff researched another possible vendor (Protection 1) to provide fire protection services, with one criteria being that their services are expandable to meet the needs of all future expansion plans at the District’s Headquarter Site. Staff requested quotes from both Siemens and Protection 1 for a new panel upgrade (including replacing all hardware, except wiring), yearly service contract, and monthly monitoring.

<b>Company</b>	<b>New Panel</b>	<b>Yearly Service Contract</b>	<b>Monthly Monitoring</b>	<b>Comments</b>
<b>Siemen’s</b>	\$9,835.00	\$7,358.00	\$138.00	System uses two Frontier phone lines
<b>Protection 1</b>	\$11,045.00	\$2,393.00	\$40.00	Cellular Monitoring

Staff’s recommendation to the Board of Commissioners was Protection 1, to provide services for a new panel upgrade, a yearly service contract, and monthly monitoring. Under

the Protection 1 proposal there would be an initial savings the first year of \$3,755.00 following the cost of installation of the complete new fire system. With the new system installed, the yearly savings would be \$5,063.00.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the Protection 1 proposal for a new fire system panel upgrade (including replacing all hardware, except wiring) at a cost of \$11,045.00, yearly service contract (\$2,393.00 annually), and monthly monitoring (\$40.00) and directed the General Manager to proceed with this project and authorized him or his designee to sign the contract with Protection 1.

**b.) Staff Report – Security Camera Upgrades**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Project Proposal received from Absco Solutions regarding District Security Camera Upgrades, for their review. Following discussion, by motion passed unanimously, the Board of Commissioners approved the Project Proposal from Absco Solutions in the amount of \$80,800.00, plus Washington State Sales tax and directed the General Manager to proceed with this project and authorized him or his designee to sign the contract with Absco Solutions.

**c.) Staff Report – HVAC Upgrades**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding HVAC Upgrades, for their review. The District has been having challenges with the existing HVAC system located at the District's Headquarter Site. The system is outdated and runs on old insecure software that is not upgradeable. Because it is not secure, the software needs to be isolated from the rest of the District's computer network and can only be accessed on a computer located in the Server room. The current system is not expandable to serve the Headquarters expansion and needs to be replaced.

Staff requested a quote from Integrated Systems, who installed and services the existing HVAC system. The new controller will offer improved controls, modern security standards, and will be a locally hosted, web-based program. The web-based nature of the program will enable the HVAC control application to be accessed at multiple workstations based on the network permissions of the user. The new controller will be able to handle the additional HVAC improvements in the new warehouse and maintenance building additions and will improve the District's control of the HVAC system. Staff requested the Board approve HVAC upgrades including replacing the control system, hardware, installation and programming, and training of District staff for a cost of \$15,359.00, plus Washington State Sales tax.

Following discussion, by motion passed unanimously, the Board of Commissioners approved the HVAC upgrades at a cost of \$15,359.00, plus Washington State Sales tax and directed the General Manager to proceed with this project and authorized him or his designee to sign the contract with Integrated Systems.

**d.) Staff Report – 2016 Leak Detection Summary**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff report regarding 2016 Leak Detection, for their review. As part of the Water Use Efficiency Rule compliance, the District annually conducts a leak survey of a representative portion of the District's system. The goal for this year's study was to inspect 30 miles of water pipeline and services, similar to the 2015 program. The 2016 survey area included Shelfield, View Ridge East, Woodridge Heights, and various other areas and roadways.

Michael Bell, Utility Services Associates, LLC, conducted the field leak survey. A total of five days were used to cover the 30 miles of pipeline. A District crew worked with Utility Services to provide traffic control, open valve boxes, and to help navigate maps of the District's system. One night operation took place to inspect busy roadways on Seattle Hill Road, 100<sup>th</sup> Street, sections of 35<sup>th</sup> Avenue, and sections of 132<sup>nd</sup> Street, with District crew providing traffic control.

A total of three leaks were found. Two blow-off valves and one service line leak were discovered and corrected. No mainline water leaks were detected.

The summary of annual leak loss was:

- Annual water loss from leaks detected according to survey (3,679,200 gallons) if projected repairs were not made).
- Water lost until repairs were made (3,399,840 gallons).
- Net water savings due to leak repairs (279,360 gallons).

The estimated leak loss from January 1, 2016 until the leaks were repaired totaled 3,679,200 gallons.

## **6.) STAFF REPORTS**

### **a.) District Engineer:**

No further report.

### **b.) Finance Manager:**

No further report.

### **c.) Attorney:**

No further report.

### **d.) General Manager:**

Mr. Curran reported the Plan Submittal to Snohomish County PDS for Building Permits for the Headquarter Site Improvement Project will occur at 8:30 a.m. tomorrow, January 27, 2017.

Mr. Curran reported he and Ron Berger met with Mr. Tim Durand of React Solutions to discuss a potential hire for a half day training class of all District staff on "active shooter incidents" as well as general safety and verbal de-escalation.

The General Manager requested an Executive Session to discuss a potential litigation matters pursuant RCW 42.30.110 (1) (i) regarding a claim against the District and RCW

42.30.110 (1) (g) to discuss qualifications of the ideal candidate for the General Manager position and to discuss potential applicants for the position. A motion was made, seconded and unanimously approved by the Board of Commissioners to convene to an Executive Session to discuss these matters. Before convening to the Executive Session at 5:41 p.m., President Backstrom advised that the Executive Session would be concluded at 5:56 p.m. At 5:56 p.m., at the direction of Commissioner Backstrom, Mr. Milne announced in the District Headquarters lobby that the Executive Session would continue until 6:01 p.m. The Executive Session concluded at 6:01 p.m. and the open public meeting reconvened.

Following discussion, by motion passed unanimously, the Board of Commissioners directed District staff to continue to work with Mr. Gene Matt to proceed with the selection process for a new General Manager.

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

**This ends the Minutes of the January 26, 2017 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 January 26, 2017 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 February 9, 2017, 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 9<sup>th</sup> day of February 2017.

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

  
Rod Keppler, Secretary