

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

December 27, 2018

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on December 27, 2018, 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 Curt Brees, District Engineer Rick Gilmore, and Finance Manager Brad Nelson; Eric Delfel with Gray & Osborne, Inc.

**1.) CALL TO ORDER:**

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

**2.) APPROVAL OF MINUTES:**

The Minutes of the regular meeting of December 13, 2018 were unanimously approved as circulated.

**3.) PUBLIC COMMENT:**

There were no members of the public present for comment at the meeting.

**4.) FINANCIAL MATTERS:**

**a.) Vouchers and Check(s) Approval**

Following discussion of various matters, 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	.12-054-.12-088	\$152,110.00
Sewer Maintenance	743 5418666	.12-018-.12-024	694,960.30
Sewer Capital Improve.	743 5448666	.12-004-.12-006	63,195.28
Water Capital Improve.	743 5468666	.12-008-.12-012	73,775.95
Revolving Check Fund		6292 - 6318	45,141.53
<b>Total Warrants</b>			<b>\$1,029,183.06</b>

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

**a.) Staff Report – Reservoir No. 3 Improvement Project Update**

Mr. Gilmore presented a verbal summary to the Board of Commissioners of a Staff report regarding the Reservoir No. 3 Improvements Project update.

Coatings Unlimited is the subcontractor responsible for application of the interior paint system and they have completed the interior coating on the interior roof and down the tank wall to the first section weld above the reservoir floor. The lowest wall section and floor were previously blasted and primed and had been covered with the debris sand from the blasting of the ceiling and higher wall sections. The debris sand has been removed and the door sheet access has been replaced and welded to again seal the reservoir tank. The door

shield has been sand blasted and will be primed prior to application of the intermediate and final coating to the floor and lowest wall section, completing the coating of the interior tank. This work is still anticipated to be completed in one to two weeks, depending on the work schedule during the holidays. In summary it was noted that they are working on it.

The booster station electrical and lighting is anticipated to be finalized the first week of January 2019.

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

**a.) Staff Report – Floating Holidays for 2019**

Mr. Brees presented a verbal summary to the Board of Commissioners of a Staff memo regarding use of the 2019 District Floating Holidays. Presented for consideration was Friday, July 5, 2019. The District would then be closed on Thursday, July 4, 2019 (Holiday) and Friday, July 5, 2019 (Floater Day). This will leave two Floating Holidays in 2019 for staff to use at their discretion.

Following discussion, by motion made, seconded, and passed unanimously, the Board of Commissioners approved staff to use one Floating Holiday on Friday, July 5, 2019, closing the District's office for Thursday, July 4, 2019 and Friday, July 5, 2019, for the Fourth of July Holiday.

**7.) INTER-AGENCY REPORTS**

**a.) Staff Report – EWUC Meeting**

General Manager Brees and District Engineer Gilmore attended the Everett Water Utility Committee (EWUC) Meeting held on December 20, 2018. Water supplies were reported to be a bit lower than normal both in the reservoirs and as snowpack. The City of Everett and Snohomish County PUD are monitoring the conditions closely this year as the El Nino pattern is in place this year which was the same condition that led to no snowpack in the spring of 2015 and a drought in the following summer. If the condition persists, it is likely that the reservoirs will be filled earlier in the year and power production will be curtailed.

City of Everett staff also reported on both planned and completed maintenance activities at the water treatment plant. Two of the four planned overnight shutdowns to replace seven 36" valves have been completed. These valves supply water to the sand treatment filters and are original equipment to the plant. The shutdowns occur at night during the winter so that stored water in the clear wells of the plant will be sufficient to supply the limited demand. Large users, such as the District, have been asked to top off reservoirs in advance of each of the shutdowns and use their own reservoir storage overnight. The first two shutdowns have gone well and the City of Everett was complimented on their proactive communications to wholesale customers regarding this work. Verbal status reports were provided for other ongoing projects.

Mr. Jim Miller (City of Everett) reported that a new Public Works Director had been selected for the City of Everett, and detailed which interim roles within the City Utilities had been made permanent. Mr. Ryan Sass, the City's current City Engineer, has been

selected as the Public Works Director and he will begin work in his new role on December 31, 2018.

**b.) Staff Report – CWSA**

General Manager Brees and Commissioner Bill Anderson attended the Clearview Water Supply Agency Meeting held on December 19, 2018, at the District Office. The primary topics discussed at the meeting included: review of maintenance and operations reports, financial reports, and a discussion regarding should the agency consider obtaining dedicated earthquake insurance. Cary Ecker, Executive Director of the Water & Sewer Risk Management Pool, will be invited to attend a future meeting to continue this discussion. The estimated cost to procure \$5,000,000 of earthquake insurance was \$15,000 annually.

Monetary Assets for CWSA, as of November 30, 2018, totaled \$882,280.58. The Vouchers approved at the meeting totaled \$332,508.37.

With respect to operations, there were no new issues. Mr. Dave Barnes (AWWD) presented an estimate to rebuild the motor on Pump #3 that totaled \$14,228.00. Two other vendors have been asked to submit pricing for the repair.

**8.) STAFF REPORTS**

**a.) District Engineer:**

Mr. Gilmore thanked the Board of Commissioners for their attendance and participation in the open house and building dedication held at the District Headquarters on December 19, 2018.

**b.) Finance Manager:**

Mr. Nelson provided the Board of Commissioners with a brief update on several topics, including: Filing of Liens, Credit Card Fraud Monitoring, Scheduling of the District's Fiscal Audit, Issues with hydrant meters, and reporting of new sewer connections by the Alderwood Water & Wastewater District.

Mr. Nelson informed the Board that two new liens would be filed. Once filed, the liens are typically paid by the owner, a loan servicer, or upon sale. Currently, there are a total of approximately twenty active liens on file.

Next, Mr. Nelson reported that Travel Card "A" used by District staff, had been flagged and closed by the District's credit card issuer (Elan) for fraudulent transactions. Elan has been very good at preventing fraud; however, additional cards may need to be issued as there are only a few cards available to District employees, and when one is closed there are not enough available for the various purchases or travel needs of District staff.

Mr. Nelson then reported that discussions regarding the scheduling of the 2018 Fiscal Audit by Clifton Larson Allen is underway. The audit work is likely to occur in March 2019 and Mr. Nelson will present an audit proposal in February for the Board's consideration.

Finally, Mr. Nelson informed the Board that he was working on resolving billing issues with a hydro-seeding company that appears to have lost a hydrant meter, and with the Alderwood Water & Wastewater District for new sewer connections to the Alderwood system that flow through the District's system.

c.) **General Manager:**

Mr. Brees provided the Board of Commissioners with the registration flyer for the WASWD 2019 Commissioners Workshop and confirmed that Commissioner Backstrom plans on attending.

Mr. Brees then provided the proof copies of the upcoming District Fall-Winter Newsletter and District Code for the Board of Commissioners review.

**This ends the Minutes of the December 27, 2018 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 December 27, 2018 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 January 10, 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 10<sup>th</sup> day of January, 2019.

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

  
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**Bill Anderson, Secretary**