

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

August 22, 2019

The regular meeting of the Board of Commissioners of the Silver Lake Water and Sewer District was held on August 22, 2019, 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 Scott Smith, O&M Manager Ron Berger, and Finance Manager Brad Nelson; and Eric Delfel with Gray & Osborne, Inc., Consulting Engineer 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 August 8, 2019 were unanimously approved as circulated.

3.) PUBLIC COMMENT:

There were no comments from the public in attendance.

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:

Fund	Code	Number	Amount
Water Maintenance	743 5408666	.08-040 -.08-073	\$111,923.69
Sewer Maintenance	743 5418666	.08-009 -.08-017	207,050.30
Sewer Capital Improve.	743 5448666	.08-002 -.08-006	27,127.88
Water Capital Improve.	743 5468666	.08-004 -.08-011	90,438.49
Revolving Check Fund		6657 - 6684	30,662.09
Total Warrants			\$467,202.45

5.) CAPITAL IMPROVEMENT PROJECT(S):

a.) Staff Report – 131st Water Main Replacement Project

Mr. Brees provided a verbal summary to the Board of Commissioners on a Staff report, Gray & Osborne, Inc. Project Summary, Scope of Work and Fee Proposal regarding the 131st Water Main Replacement Project.

This additional Scope of Work is in the amount of \$25,900. This brings the total approved contract for Gray & Osborne, Inc. to \$70,000.00 for this project. Current projections are

that the Design Scope of Work will be under the previously approved budget. In addition to these costs, the District is expected to incur minor legal, bid advertising, and permitting costs for this project.

Staff requested the Board of Commissioners review the proposed Construction Management proposal from Gray & Osborne, Inc. for the 131st Street Water Main Replacement Project and if in concurrence, approve by motion.

Staff also requested the Board review the proposed Total Project Budget for the 131st Street Water Main Replacement Project and if in concurrence, approve by separate motion.

Following discussion, by motion made, seconded, and passed unanimously, the Board of Commissioners approved the Construction Management proposal by Gray & Osborne, Inc., bringing the total approved contract for Gray & Osborne, Inc. to \$70,000.00 for this project.

Following discussion, by motion made, seconded, and passed unanimously, the Board of Commissioners approved the Total Project Budget in the amount of \$339,495.00.

b.) Staff Report - Developer Extension Applications:

Mr. Brees reported that the Developer Extension Applications, while anticipated, were not received prior to the meeting and will be considered at a later date.

6.) MAINTENANCE AND OPERATION REPORT(S):

a.) Reservoir No. 3 Update

Mr. Berger provided a verbal update to the Board of Commissioners regarding Reservoir No. 3 and the efforts to identify the source of the VOCs. Work completed since the last update has included removal of the Tide Flex inlet pipe system, cleaning of the interior surfaces using mobile scaffolding, a pressure washer and mild soap, repair of the inlet pipe system located between the altitude valve and the Tide Flex system, and disinfection of the inlet piping and reservoir using AWWA standard procedures. Additional sampling has been performed to verify that the Tide Flex Inlet Pipe System is the source of the elevated VOC levels. These samples were collected from capping and filling the Tide Flex pipe that is now outside the reservoir and collecting a sample from it after it has been allowed sufficient contact time. Upcoming work will include filling the reservoir to approximately 25% collecting a bactericidal sample and VOC sample. If the initial samples are acceptable then fill the reservoir to 100% and retest.

b.) Demonstration of Draft District Code

Mr. Brees provided a demonstration for the Board of Commissioners on the Draft District Code. It is anticipated that the draft code will be adopted by resolution at the next regular meeting of the Board of Commissioners.

c.) Staff Report – Customer Leak Protocol

Mr. Berger provided a verbal summary to the Board of Commissioners on a Staff report regarding Customer Leak Protocol.

Following the last Board of Commissioners Meeting where there was a discussion regarding customer leak shutoff issues, Mr. Berger outlined some procedures that District crews use when assessing various situations in the field. This outline does not cover all scenarios but is instead a general guide for when the customer is not available. In all scenarios, crews leave a detailed door hanger, business card, and reason why the water has been turned off or been turned way down leaving a slight positive pressure.

Inside (Structure) Leaks:

- How crews handle this situation will depend on the size of the leak and if there is any visible damage at the site. When on-call, Crews have had customers call stating that their neighbor is on vacation and they've seen water pouring out the garage, or during the cold weather when a new house is being built and not yet insulated resulting in large leaks. In this scenario, crew would roll out and shut the water off completely.
- If the leak is smaller and no damage is apparent, crews will turn down the meter and maintain a slight positive pressure (staff will only do this if a homeowner seems to be gone). It is possible that if you shut off the water completely and the hot water tank is located at a higher elevation than the leak, the water tank could drain empty and be damaged.

Outdoor Leaks:

- In this scenario, if a neighbor calls because the home owner is out of town or at work and the leak is quite large, such as the leak is causing property damage or washing soil down the street, crews will turn down the meter enough to maintain positive pressure. District crews use the same procedure for large District water main and service leaks. We always maintain positive pressure so that no contamination occurs from the ground back into the potable water system. This has always been District crew protocol.

7.) INTER-AGENCY REPORTS

a.) Staff Report – EWUC and Wholesale Sewer Meeting

Mr. Brees and Mr. Berger provided a verbal summary to the Board of Commissioners on an Everett Water Situation Fact Sheet and Everett Water Storage Spada Elevation Graph. Ron Berger attended the EWUC Meeting on August 15, 2019.

b.) Staff Report – CWSA Meeting

Mr. Brees provided a verbal summary to the Board of Commissioners on a Staff report regarding the Clearview Water Supply Agency Meeting that was held on August 21, 2019. The Clearview Group has net monetary assets totaling \$1,268,109 as of July 31, 2019. Vouchers approved at the meeting totaled \$592,000. The Clearview Pump Station has been pumping 12-13.5 MGD and there were three power faults in July that shut down the station on a temporary basis.

8.) STAFF REPORTS

a.) District Engineer:

No report.

b.) Finance Manager:

Mr. Nelson reported that on August 16, 2019, the State Auditor's Office (SAO) conducted a surprise cash count of the District's three cash drawers. Each is authorized with \$200.00 of working funds. While this was a new practice by the SAO to conduct the count without notice, there were no irregularities found and all three drawers balanced. The next regular audit is scheduled for this fall reviewing the fiscal years of 2017 and 2018.

Mr. Nelson next reported that he is preparing to file two liens for delinquent account balances. Currently, there are approximately ten outstanding liens totaling approximately \$10,000 of funds owed to the District. The practice of filing liens on a quarterly basis has been highly effective in resolving long term delinquencies.

Mr. Nelson also reported that he has been contacted by Mr. Joe Salameh regarding charges for sewer service to his property under construction. The District bills customers from the date that final connection is made from the structure to the District's system.

c.) General Manager:

Mr. Brees reported that he has received 2020 health insurance costs from the Health Care Authority. The costs for the primary plan that District employees participate in is rising less than one percent.

Mr. Brees reported that the City of Everett Attorney has been in correspondence with Mr. Milne regarding the purchase of property for Bio Solids Disposal. It would appear that the City's position has softened and they have proposed a tolling agreement.

Finally, Mr. Brees reported that a staff barbeque has been scheduled for August 30, 2019 at noon, in celebration of Labor Day.

Following discussion, by motion made, seconded, and passed unanimously, the Board of Commissioners directed the General Manager to close the office at noon on August 30, 2019, in celebration of Labor Day.

This ends the Minutes of the August 22, 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 August 22, 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 September 12, 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 12th day of September, 2019.

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



Bill Anderson, Secretary