

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

January 23, 2020

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on January 23, 2020, beginning at 5:30 p.m., at the District Administration Building. Attending were Commissioners Anne Backstrom, John Warner, and Shauna Willner. Also present were General Manager Curt Brees, District Engineer Scott Smith, O&M Manager Ron Berger, Finance Manager Brad Nelson, and IT Technician Brian Malen; Eric Delfel with Gray & Osborne, Inc., and William Linton with Inslee, Best, Doezie, and 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 meeting of January 9, 2020 were unanimously approved as circulated.

3.) PUBLIC COMMENT:

No members of the public were present.

4.) WASHINGTON ASSOCIATION OF SEWER AND WATER DISTRICTS:

Mr. Brees introduced Ms. Gladstone, the Executive Director WASWD. Ms. Gladstone thanked the Board of Commissioners for the opportunity to make a presentation. Ms. Gladstone detailed the priorities of WASWD including, education, advocacy and networking. Ms. Gladstone provided updates on the membership of the association and detailed the District's involvement with programs sponsored by WASWD. Ms. Gladstone concluded her presentation by detailing WASWD's priorities for the current legislative session.

5.) FINANCIAL MATTERS:

a.) Payroll, Vouchers, and Check(s) Approval

Following discussion of various matters, payroll, vouchers, and revolving fund checks were unanimously approved and signed as follows:

Fund	Code	Number	Amount
Water Maintenance	743 5408666	.01-041-.01-079	\$89,127.03
Sewer Maintenance	743 5418666	.01-009-.01-017	172,298.75
Sewer Capital Improve.	743 5448666	.01-003-.01-003	20,762.27
Water Capital Improve.	743 5468666	.01-002-.01-002	1,727.59
Revolving Check Fund		6934 - 6955	5,432.87
Total Warrants			\$289,348.51

b.) Staff Report – Voucher Approval Process & District Cash and Investment Structure

Mr. Nelson provided a Staff report and presentation covering two topics, the Voucher Approval Process and the Structure of the District Cash and Investment Holdings. Mr. Nelson first detailed how all vouchers (payments) are approved by the Board of

Commissioners, including the types of vouchers, the methods of payment that the District uses, the staff review process before vouchers are presented to the Board of Commissioners, the frequency that vouchers are presented, and the format of summary reports that are prepared for the Board of Commissioners to review prior to approval.

Next, Mr. Nelson provided a summary of the District's cash holdings. Mr. Nelson identified each of banks and the investment pool that the District uses and how each of these institutions are utilized by the District.

6.) CAPITAL IMPROVEMENT PROJECTS:

a.) Waldenwood Lift Station Replacement Project

Mr. Smith provided an update and shared photos documenting the progress on the Waldenwood Lift Station Replacement Project. In the last week, the concrete slab was poured for the new station building and wet well. This work had been previously delayed due to weather. The contractor installed a tarp system permitting the slab to be poured despite rainy weather. Once the slab is cured, work will proceed to installation of forms and pouring of the station walls.

7.) MAINTENANCE & OPERATIONS:

a.) Staff Report – Weather Impacts to District Operations

Mr. Brees provided an update on weather impacts to the District operations including the office hours that were maintained during the period of inclement weather.

b.) Staff Report – Surplus Property

Mr. Berger provided a verbal summary of the items included on the surplus list and draft Resolution No. 790 - Surplus Property.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved and executed Resolution No. 790 - Declaring Certain District Personal Property to be Surplus and Detailing Terms of Sale or Disposal of Such Property.

8.) INTERAGENCY REPORTS:

a.) Staff Report - Interagency Partnerships Report

Mr. Brees provided a presentation which reviewed the District's Interlocal Agency Partnerships. These partnerships are essential to the delivery of water and sewer service to the District's customers and enables the District to deliver these services in a cost effective manner.

b.) Staff Report - Clearview Water Supply Agency

Mr. Brees and Commissioner Warner attended the Clearview Water Supply Agency (CWSA) Meeting held on January 22, 2020, at the Alderwood Water & Wastewater District (AWWD). This meeting was originally scheduled for January 15, 2020, but was moved due to the inclement weather last week. The meeting agenda included: a review of Maintenance and Operations Reports and Financial Reports. At the opening of the meeting, Commissioner Warner, the District's new representative to the Clearview Group, was introduced and welcomed to the group.

Alderwoods's M&O Director, Mr. Dave Barnes, provided a summary of operational issues. There were no emergency call-outs during the month of December. AWWD staff and contractors completed maintenance and inspections on the Uninterruptible Power Supply Systems, a large circuit breaker, and other minor maintenance items at the pump station.

There were no major items to report with respect to finances for the month of December. AWWD staff reported that a coding error for staff time was found on a work order reimbursed in the month of November which will be credited back. Monetary Assets for CWSA, as of December 31, 2019, totaled \$944,592.67. The Vouchers approved at the meeting totaled \$379,556.00. The District's utilization was 30.1% of the systems total volume delivered by CWSA in December.

The next meeting of the CWSA is scheduled for Wednesday, February 19, 2020, at 3:00 p.m., at the Alderwood Water & Wastewater District.

9.) **STAFF REPORTS:**

a.) **District Engineer:**

No further report.

b.) **Finance Manager:**

Mr. Nelson reported that the State Auditor has once again delayed the exit conference for the District's 2017 Audit. Commissioner Backstrom has been designated to represent the Board of Commissioners at the exit conference when it is held.

Mr. Nelson next reported that staff will transfer \$1.5 Million of District funds from the commercial banking account to the Local Government Investment Pool.

In conclusion, Mr. Nelson reported the process to change vendors for payroll processing is nearly complete. W2's, 1099 No further report.

c.) **Attorney:**

Mr. Linton reported that the Federal Way excise tax case hearing before the State Supreme Court occurred this past week. Commissioner Willner asked Mr. Linton regarding the status of the King County case related to rent of the right-of-way. Mr. Linton reported that the Supreme Court had ruled in favor of King County and remanded the case to the Superior court to resolve several remaining issues. It is not anticipated that there will be agreement between the parties on the remaining issues.

d.) **General Manager:**

Mr. Brees reported that Chad Phelan's (Technical Services Manager) last day in the office will be Friday, January 24, 2020. Mr. Phelan accepted a position with the City of Seattle.

Mr. Brees discussed scheduling a special meeting to tour District facilities. Commissioner Willner reported that she will be on vacation through the 9th of February. Mr. Brees will propose a few options at the next regular meeting.

10.) COMMISSIONER TRAINING:

Mr. Malen, IT Technician, distributed tablets and provided a training session on their use to the Board, which will be used for agenda packets, district email, and calendaring.

This ends the Minutes of the January 23, 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

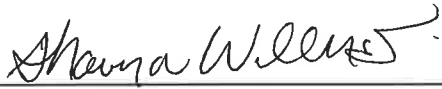
I, the undersigned, Secretary of the Board Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

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 January 23, 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 February 13, 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 13th day of February, 2020.

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



Shauna Willner, Secretary