

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

March 25, 2021

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on March 25, 2021, beginning at 5:30 p.m. Attending by video conference, were Commissioners Anne Backstrom, John Warner, and Shauna Willner. Also present by video conference were General Manager Curt Brees, District Engineer Scott Smith, O&M Manager Ron Berger, Technical Services Manager James Busch, and Finance Manager Brad Nelson; William Linton with Inslee, Best, Doezie, and Ryder P.S., Attorney for the District; Eric Delfel with Gray & Osborne, Inc.; and Katy Isaksen with Katy Isaksen & Associates. 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. Commissioner Backstrom, General Manager Brees, and Finance Manager Nelson, participated by video conference from the Board of Commissioner's Meeting Room, testing the teleconference equipment and a room configuration for future meetings. It is anticipated that beginning in April, the Board of Commissioners Meetings will be held with a quorum of the Commissioners in person, and an option for limited in person attendance by the public.

**2.) APPROVAL OF MINUTES:**

The Minutes of the regular meeting of March 11, 2021 were unanimously approved as circulated.

**3.) PUBLIC COMMENT:**

There were no public present for comment.

**4.) Financial Matters:**

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

Following discussion of various matters, including the vouchers paid by the District, to the District, for utility services at District facilities; Vouchers (Check No.16433 - 16509) in the amount of \$450,399.46; Revolving Fund Checks (Check No. 7651 - 7675) in the amount of \$14,995.70, were unanimously approved and signed as follows:

<b>Fund</b>	<b>Amount</b>
Water Maintenance	\$102,973.85
Water Capital Improvement	124,776.22
Sewer Maintenance	169,411.97
Sewer Capital Improvement	53,237.42
Revolving Check Fund	14,995.70
<b>Total</b>	<b>\$465,395.16</b>

**b.) Staff Report – Rate Study-Set Public Hearing**

Mr. Nelson and Ms. Isaksen provided a summary to the Board of Commissioners on a Staff report regarding the Rate Study, detailing customer class and meter sizing updates and to set a Public Hearing.

Annually, the District adjusts rates in response to changes in wholesale costs to either purchase water or provided for wastewater treatment. In 2020, wholesale costs were approximately 50% of District expenditures. The annual adjustment for wholesale cost changes is referred to as the “Pass-through” increase. In 2020, to provide customer relief, this increase was deferred. On a much less frequent basis, the District conducts a Rate Study to adjust rates for all the Districts other costs. This is sometimes referred to as the “District Portion” of a rate increase. The most recent adjustment in rates for the District Portion occurred in 2015.

In late 2019, the District contracted with Katy Isaksen and Associates to perform a study of General Facility Charges and the basic monthly water and sewer rates. The General Facility Study focused solely on the new customer connection charges which are the charges new customers pay upon connection to the District’s water or sewer systems. The Board of Commissioners reviewed the consultants 2020 General Facility Charge Study and adopted new General Facility Charges in December 2020.

The study related to the District’s ongoing rates for water and sewer service has been ongoing through 2020; however, delayed due to the Covid-19 pandemic. On December 22, 2020, the Board of Commissioners discussed the 2021 Utility Rate Forecast which is a report prepared annually by the District’s staff, outlining the forecasted water and sewer rates based on the expected contracted rates for water and sewer purchases in 2021. In addition, the Utility Rate Forecast incorporated the deferred 2020 Pass-through Water and Sewer Rate Increases. The 2021 Utility Rate Forecast was a prelude to the current Rate Study with a Table provided that outlined the forecasted water and sewer rates. These forecasted water and sewer rates were the basis for the revenue projections for 2021.

On March 11, 2021, the Board of Commissioners received the draft report from the Consultant and provided direction to staff with respect to the 2021 Water and Sewer Rates. The Board’s direction to staff was to prepare a water base rate increase of \$7.50 per ERU with a consumption rate of \$3.00 per water unit in the winter and \$3.60 in the summer. The Everett Basin Sewer Rate would increase to \$68.90, and the Alderwood Basin Sewer Rate would increase to \$62.50. A Table was provided that outlined the proposed 2021 Rate Increase between the pass-through rate for contracted water and sewer services and the portion to cover other District costs. These increases are larger than initially anticipated, due to the impact of wholesale cost (pass-through) increases from two years, 2020 and 2021. In addition, the previous assumptions did not address the historic underfunding of water revenue (in recent years the water rates have not covered the costs to provide the service) and the need to increase water operating revenue to fund future capital projects.

The Consultant’s rate model developed for the Water and Sewer Rate Study compared operating revenue and expenditures, including depreciation; however, excluded new connection fees as these are reserved for debt payments or capital project spending. The

model tests for balanced revenue and expenditures, to meet the operating needs of each utility. The model shows water revenues were not meeting operating expenses and the rates need adjustment, and sewer has been in balance but needs adjustment beginning in 2021 to maintain balance. The rates proposed included the “pass-through” adjustment for 2020 and 2021, and the “District portion”.

The 2020 Water and Sewer Rate Study assumes that capital projects will be funded partially by rates (funding depreciation) from existing customers, and from new connection fees from new customers, and by using reserves that have built up from the customer base in each utility. Depreciation is funded by rates as part of the operating expenses and is used for payment of debt principal and capital projects. Income from new connections does not support operating expenses but is available for capital projects.

The proposed 2021 Water Rate Increase would provide an additional \$2,581,755.41 in water revenues, compared to the current rate structure. A Table was provided that outlined the basic components of where the increased water would be generated. Since the water rates and customer classes are different than outlined in the 2021 Utility Rate Forecast, staff provided a Table as an attachment that showed the difference between the two rate structures.

With respect to customer class, the most significant shift is the allocation of base water rates for commercial, irrigation, hydrants, and schools, based on their meter size ratio factor also often referred to as the American Water Works Association (AWWA) weighting factors. This is a similar approach to the allocation of General Facility Fees and is this the more common, both in Washington State and Nationally. However, the District’s historical practice has modified these weighting factors where the large water meter equivalency is similar to the City of Everett’s model. In the current District/City model in addition to a smaller meter ratio for larger meter sizes, the District/City banded 5/8” and 1” meters and then 3”- 6” water meters into the same classifications. A Table was provided that outlined the recommended change to the AWWA weighting factors for a larger water meter’s base monthly cost. The Table showed the existing allocation method under the existing 2020 Water Rates, the existing allocation method under the 2021 proposed water rates, and the new AWWA ratios with the 2021 proposed rates. The rationale behind the ERU allocation method of base rates is the same for General Facility Charges, that basically the larger meter can place a higher demand in the water system and should pay its proportional share of fixed costs.

Currently, the District has 615 larger meters that would be affected by the proposed change. A Table was provided that breaks out the larger meters by meter size and customer class. The Table also presents the annualized base revenue changes for the respective meter size. Annualized, the revenue change for this customer class change would be an estimated \$304,342.80 with the largest meters being impacted more significantly.

An additional customer class revision related to schools was reviewed. Currently, the District’s Rate Policy has school water meters billed at the base monthly rate of a 5/8” meter regardless of the actual size of the meter. Staff recommended that all schools be moved into the commercial customer class. In the commercial customer class the base rate

would be set by the meter size and would be more equitable amongst all the customer classes.

The only major class change in sewer rates would be to lower the allocation of the multi-family base rate from 98% of the single-family rate to 95% of the single-family sewer rate. In addition, staff will recommend policy that allows new multi-family connections to be billed at the commercial rate for a short period during their construction, prior to occupancy. These connections will then be billed as multifamily upon completion. Staff will recommend a method to track these connections from the time of connection during construction to completion, which may be time based or triggered by a milestone such as the Certificate of Occupancy.

Following discussion, the Board concurred with the staff and consultant's recommendations to adjust base meter rates so that they are based on the AWWA weighting factors. In addition, the Board also concurred that schools should be part of the District's commercial class as there is no notable difference in the use or demand of these connections on the District's system. General Manager Brees and Mr. Nelson reviewed the efforts that would be made to provide customer notification of the rate changes following adoption. In implementing these changes to base charges based on AWWA weighting factors will allow the amount of the base rate increase to be scaled back slightly. The Board directed the staff and consultant to prepare the rate resolution so that the overall rate changes are projected to balance revenues to expenses net all the changes and the final pass-through rate adjustments.

Provided as attachments was the 2021 Rate Table, the 2020-2021 Water and Sewer Rate Comparison, the 2020-2021 Customer Impact by sewer basin, and the 2021 Peer Agency Water and Sewer Rates.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved setting a Public Hearing date of April 8, 2021 for the 2021 Water and Sewer Rates.

## **5.) DEVELOPMENT PROJECTS:**

### **a.) Staff Report –DEA – Remington East**

Mr. Smith provided a verbal summary to the Board of Commissioners on a Staff report regarding the DEA for Remington East.

This developer extension is for the proposed Remington East project, a 67-lot plat located on Lowell Larimer Road. Water service will be provided by Cross Valley Water District, but sewer will be provided by Silver Lake, in accordance with the terms of the Interlocal Agreement.

The plat is immediately east of the Remington Ranch (RR) project, which is currently under construction and is near completion. The new sewer system on Remington East will connect to a manhole on the RR project near Lot 5. The RR sewer system flows offsite, down Lowell Larimer Road and connects to an existing manhole west of Seattle Hill Road, which goes to the Larimer 2 Lift Station.

The Remington East site is in the area potentially subject to the Sector 7 Special Connection Fee in the amount of \$847.60 per ERU. However, since the sewer will not be connecting to or flowing to the Sector 7 Lift Station, the special connection fee would not be assessed on the developed property.

Staff requested the Board of Commissioners accept the Developer Extension Agreement Application for the Remington East Development project.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners accepted the Developer Extension Agreement Application for the Remington East Development project.

**b.) Staff Report – Oakwood Court-Participation Agreement**

Mr. Smith provided a summary of a Staff report to the Board of Commissioners regarding Oakwood Court-Participation Agreement.

On July 9, 2020, the Board approved a Participation Agreement in the amount \$101,611.53 for an offsite water main as part of the Oakwood Court development project, at 12703 Seattle Hill Road. The District is participating with the developer in the cost of the offsite water main, to eliminate a long dead-end water main on 127<sup>th</sup> Street SE and improve water quality. This dead-end section of pipe is an identified system deficiency in the District's adopted Water Comprehensive Plan (CIP Project D-9).

To clearly delineate between the District participation work and the development portion, the offsite water main was installed, flushed, and fully tested before starting any onsite work. The impacted roadway area on 127<sup>th</sup> Street SE has also been repaved and restored, and the District's portion of the work has been fully completed. A Bill of Sale has been granted to the District for the offsite water main, and staff has reviewed the requested payment amount of \$100,432.62.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the developer payment for the District participation work on Oakwood Court in the amount of \$100,423.62.

**c.) Staff Report - 1<sup>st</sup> Quarter Bills of Sale**

Mr. Smith provided a Staff report to the Board of Commissioners regarding 1<sup>st</sup> Quarter Bills of Sale.

The Bill of Sale on a Developer Extension (DE) project is the legal mechanism used to transfer ownership of the utility infrastructure from the Developer to the District. Past practice has been for the Board to accept the Bills of Sale, cumulatively, at the end of each quarter. Three DE projects were completed in the 1<sup>st</sup> Quarter of 2021.

The projects listed below have completed construction and the District is in receipt of the respective Bills of Sale. Staff provided a summary spreadsheet identified the infrastructure value on each project in the 1<sup>st</sup> Quarter of 2021.

Staff requested the Board of Commissioners acknowledge acceptance of the Bills of Sale for:

<b>Project Name</b>	<b>Water</b>	<b>Sewer</b>
Tanison Trails-sewer lateral only		\$6,094.08
Silver Firs Elementary-fire hydrant only	\$93,245.24	
Glacier View Estates, Phase 2-water/sewer mains – 99 lots	456,523.87	451,265.52
<b>Total</b>	<b>\$549,769.11</b>	<b>\$457,359.60</b>

The value of the developer contributed facilities received by the District in the 1<sup>st</sup> Quarter of 2021 is \$1,007,128.71.

Commissioner Warner noted the unit price cost difference between the Silver Firs Elementary project and Glacier View Estates, and there was a discussion regarding scale of projects and project proponents and how these factors impact the bill of sale values.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners accepted the Bills of Sale for 1<sup>st</sup> Quarter 2021.

**d.) Staff Report - Easement Termination – The Farm at Mill Creek**

Mr. Smith provided a summary of a Staff report to the Board of Commissioners regarding The Farm at Mill Creek.

On February 28, 2019, the Board approved the Developer Extension (DE) Agreement for The Farm at Mill Creek project, which consists of nine buildings that are a mix of commercial space and 354 residential units. Acceptance was granted by the District on December 29, 2020, which allowed the developer to pay connection fees and make water and sewer connections to the buildings.

As part of the DE acceptance process, a utility easement was granted to the District for the new water and sewer mains onsite. While entering the easement location into the District’s GIS System in early 2021, staff discovered several errors in the legal description that did not match the as-built location of the utility mains. The easement was off by up to 152 feet in some spots, but unfortunately, this was not discovered until after the easement had been recorded on the property.

Subsequently, the developer’s project team has revised and corrected the easement legal description, which has been checked against the as-built location in GIS. After consultation with the District’s Attorney, the cleanest process to correct the situation is to record a corrected new document and relinquish the existing incorrect easement.

Staff recommended to approve the relinquishment of the existing utility easement on The Farm at Mill Creek development site, which will be replaced by a corrected version.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized the General Manager to relinquish the existing utility easement on The Farm at Mill Creek development site.

**6.) CAPITAL IMPROVEMENT PROJECTS:**

**a.) Staff Report – 1<sup>st</sup> Quarter CIP**

Mr. Smith provided a summary to the Board of Commissioners on a Staff report regarding 1<sup>st</sup> Quarter CIP.

The planned future projects in the District’s Capital Improvement Plan (CIP) are listed in Chapter 8 in both the Water and Wastewater Comprehensive Plans. CIP projects are also included in the 2021 Financial Plan, which was presented to the Board on November 12, 2020. The Board has approved several contracts with various consultants, contractors, and vendors, and work is ongoing on most projects.

A quarterly CIP update was requested by the Board in 2020 and attached was an updated Status Matrix for active projects in the 1<sup>st</sup> Quarter of 2021. The Status Matrix included Developer Participation Projects, where the developer is essentially completing a CIP Project for the District during DE construction. Also attached was a Status Matrix of active DE projects.

During the Board meeting, staff provided a summary of active projects for discussion by the Board. The Board noted that there were a significant number of projects underway and thanked Mr. Smith for the detailed written report.

**b.) Staff Report – Asphalt Paving Unit Price-Contract Award & Perteet CM Scope and Fee & Resolution No. 812**

Mr. Smith provided a summary to the Board of Commissioners on a Staff report regarding the Asphalt Paving Unit Price-Contract Award, Resolution No. 812, and Perteet CM Scope and Fee.

On May 28, 2020, the Board approved a consultant design contract with Perteet with a not-to-exceed amount of \$150,000 for development of the Asphalt Paving Unit Price Contract. This will be a new format for a unit price construction contract, or essentially an on-call paving contract.

Paving work will be done under a master unit price contract with a not-to-exceed amount of \$500,000, with individual task orders that have a defined scope and cost for each task. The three identified paving task orders for 2021 are a restoration overlay of 131<sup>st</sup> Street SE after the District’s recent water main project, many deferred manhole and valve cover replacements, and some maintenance repair patches. The unit price contract will be good for one year, with an option to extend for another year.

The paving contract was advertised for bids for three weeks in February and March, and bids were opened on March 16, 2021. Three bids were received, one hard copy and two electronic, and a virtual bid opening was held via Teams. The lowest submitted bid was

from JB Asphalt based in Edmonds, in the amount of \$254,813.44. The design engineer's estimate was \$339,137 and bid results were attached to the Staff report.

Staff stated that the bids are essentially a comparison of contractor prices on a menu of items that are representative of a typical task order. The bid items and respective prices will be used as appropriate on defined task orders, not an overall contract scope like a typical construction project.

JB Asphalt has done recent paving work with the cities of Bellevue, Arlington, Clyde Hill, and Woodinville, and generally received good recommendations. JB Asphalt meets all the state verification requirements, and has the experience, personnel, and equipment needed to perform the contract work. Staff recommendation was that JB Asphalt be awarded the construction contract for the Asphalt Paving Unit Price Contract, as the lowest responsive and responsible bidder.

In addition, staff proposed that Perteet continue involvement in the project by providing on-call construction management and inspection services. District engineering and inspection staff will likely not have capacity to fully manage this construction project this spring, with all the active development projects and other ongoing capital work.

A consultant contract for on-call construction management and inspection services by Perteet with a not-to-exceed amount of \$67,000 was provided. The scope of work also included assisting the District with developing some in-house processes and construction forms to become more self-sufficient in the future.

Staff requested the Board of Commissioners approve and adopt Resolution No. 812 to award the unit price construction contract to JB Asphalt Paving, Inc. with a not-to-exceed amount of \$500,000.

Staff also requested the Board of Commissioners approve the proposed consultant contract with Perteet, with a not-to-exceed amount of \$67,000, for on-call construction management services for the Asphalt Paving Unit Price project.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved and executed Resolution No. 812, to award the unit price construction contract for the Asphalt Paving Unit Price Contract to JB Asphalt Paving, Inc. with a not-to-exceed amount of \$500,000.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the proposed consultant contract with Perteet with a not-to-exceed amount of \$67,000 for on-call construction management and inspection services for the Asphalt Paving Unit Price project.

**7.) Maintenance & Operations Reports:**

**a.) Update – Employee Vaccination Survey**

Mr. Brees provided an update to the Board of Commissioners regarding an Employee Vaccination Survey that was sent to all employees. This report measured, anonymously,

how many employees intend on getting a vaccination, how many do not, and how many are currently undecided. Those that were undecided were asked to indicate what factors they were considering.

**b.) Staff Report – Review District ESick/EFMLA Programs**

Mr. Brees presented a Staff report to the Board of Commissioners regarding Review of District ESick/EFMLA Programs.

On March 18, 2020, the Federal Government passed the Families First Coronavirus Act which included a provision requiring employers to provide up to two weeks, or eighty hours of Emergency Sick Leave and/or twelve weeks, or four hundred and eighty hours, of Emergency Family Medical Leave (primarily childcare) until December 31, 2020. Employers were then able to extend this program to March 31, 2021 under the Consolidated Appropriations Act of 2021, which the District did on January 14, 2021, by passing Resolution No. 804.

On March 11, 2021, President Biden signed the American Rescue Plan Act, which while directly providing Emergency Sick Leave and Emergency Family Leave to Federal employees, did not require non-federal employers to provide the leave. However, the Act did contain the provisions that allowed employers to voluntarily extend the Emergency Sick and Emergency Family Medical Leave to September 30, 2021. In addition, the Act expanded the use of Emergency Sick Leave to include the care of sick family members, quarantine due to COVID-19, to get vaccinated, and to recover from vaccination side effects. While private sector employers are still able to gain a tax credit, State and local government employers do not appear to be provided the direct credit. The Act also now allows the Emergency Sick Leave Bank to be reset to provide an additional eighty hours.

Since the program's inception, the District has paid \$27,357.78 for Emergency Sick Leave and Emergency Family Leave benefits for fourteen employees. In addition to Emergency Sick Leave and Emergency Family Leave, the General Manager, consistent with the Boards direction (Resolution No. 795), has authorized three employees to have sick leave banks up to eighty hours in arrears (negative balances).

With the expiration of the District's current ESick/EFLMA Programs soon to expire, three options have been developed by staff for considerations by the Board of Commissioners:

**Option 1**

Allow the District's ESick/EFLMA Program to expire. No action is required to implement this approach. Employees would still have available, regular Sick Leave, PTO, and the Washington State Paid Family Medical Leave Program.

**Option 2**

Develop a District ESick Leave Program similar in nature to the Federal program and allow the EFLMA Program to expire. Schools are returning to in-person learning and childcare needs for school age children has been the primary reason for the utilization of the EFMLA by District employees. This is the staff recommendation.

**Option 3**

Extend the ESick/EFLMA Program along the Federal guidelines. This would provide most flexibility but would likely be a higher cost to the District as it would extend eighty hours for new (additional) ESick leave banks to all employees.

Staff recommended to the Board of Commissioners to voluntarily extend Emergency Sick Leave to District employees to September 30, 2021, including its expanded uses outlined under Option 2. Under Option 2, staff is not recommending an extension of Emergency Family Medical Leave or resetting the Emergency Sick Leave Bank allowing an additional eighty hours toward COVID-19 related illnesses. With respect to Emergency Family Medical Leave, the basis of this recommendation is that Washington schools are reopening to in-person learning, summer vacation is not far away, child daycare centers have been open for some time, and use of Emergency Family Medical Leave has been diminished over the last two months. With respect to resetting the Emergency Sick Leave hours (bank), the basis for this recommendation is that most employees have not used any hours. In addition, for most employees, there remains sufficient Emergency Sick Leave hours to address vaccination needs.

Staff requested the Board discuss extending Federal Emergency Sick Leave and Emergency Family Medical Leave to September 30, 2021. Staff is recommending the extension of Federal Sick Leave, but not Emergency Family Medical Leave. Staff is also recommending not resetting the Emergency Sick Leave Bank to eighty hours. The Board of Commissioners concurred with the staff recommended Option 2.

Following discussion, by motion made, seconded, and carried unanimously, The Board approved and executed Resolution No. 813 - Extending Emergency Sick Leave through September 30, 2021.

**8.) Interagency Reports:**

**a.) Staff Report – CWSA Meeting Report**

Mr. Brees provided a Staff report to the Board of Commissioners regarding the CWSA Meeting.

General Manager Curt Brees and Commissioner John Warner attended the Clearview Water Supply Agency (CWSA) Meeting held on March 17, 2021. The meeting was held in a video/teleconference format. The meeting agenda included a review of Maintenance and Operations Reports, approval of Vouchers, and review of the Financial Reports.

There were no after-hour callouts during the month of February. Minor maintenance items were completed at the pump station including, grounds maintenance, general building maintenance, and inspections. As result of these inspections, hydraulic lines for pumps were replaced and the generator intake filter was cleaned. Oil samples were collected from the pumps and generator for analysis.

There were no major items to report with respect to finances for the month of February. Monetary Assets for CWSA, as of February 28, 2021, totaled \$1,051,893.93. The vouchers

approved at the meeting totaled \$321,296.72. The District's utilization was 29% of the total volume delivered by CWSA during February.

The next meeting of the CWSA is scheduled for Wednesday, April 21, 2021. The meeting will be held at 3:00 p.m. The meeting will be held virtually, utilizing Teams.

**b.) Update – Phase 3 Reopening Guidance and Extension on Prohibition of Utility Shutoffs until July 31, 2021**

Mr. Brees provided an update to the Board of Commissioners regarding the Phase 3 Reopening Guidance and Extension on Prohibition of Utility Shutoff until July 31, 2021. Written materials regarding these two updates were included in the agenda packet for the Boards review.

**9.) STAFF REPORTS:**

**a.) District Engineer:**

No further report.

**b.) Finance Manager:**

Mr. Nelson shared with the Board a compliment that he received from a customer regarding the assistance he received from District staff to help resolve a water leak on the customer's property.

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

Mr. Berger reported that Mike McDaniels started work for the District filling the vacancy on the field crew. Mike was most recently employed by the Alderwood Water & Wastewater District, and several years ago worked for the District in a temporary role.

**d.) Technical Services Manager:**

Mr. Busch provided a status update on the implementation of the new cross connection control software. The vendors working on the project shared with Mr. Busch that the District's existing configuration is very well maintained in testament to Katarina Hirai's efforts managing this program.

**e.) Attorney:**

No further report.

**f.) General Manager:**

No further report.

**This ends the Minutes of the March 25, 2021 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 March 25, 2021 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 April 8, 2021, 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 April 2021.

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

  
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Shauna Willner, Secretary