

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

February 10, 2022

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on February 10, 2022, beginning at 5:30 p.m. Attending in person were Commissioners John Warner, and Shauna Willner. Also present in person were General Manager Curt Brees and Finance Manager Brad Nelson. Attending by video conference were District Engineer Scott Smith, O&M Manager Ron Berger, and Technical Services Manager James Busch; William Linton with Inslee, Best, Doezie, and Ryder P.S., Attorney for the District; Eric Delfel with Gray & Osborne, Inc. Commissioner Anne Backstrom joined the meeting by teleconference. 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 Warner called the meeting to order at 5:30 p.m.

**2.) APPROVAL OF MINUTES:**

The Minutes of the regular meeting of January 27, 2022, were unanimously approved as circulated.

**3.) PUBLIC COMMENT:**

No members of the public participated in person or by teleconference at this time. One member joined the meeting later via teleconference and was provided the opportunity to address the Board of Commissioners prior to staff reports.

Prior to staff reports, Audra Espinoza provided public comment. Ms. Espinoza complimented the staff in working with her and requested consideration by the Board for a fee waiver, for a charge incurred because of financial hardship. Mr. Nelson reported to the Board that there were several customers with installment plans who had difficulty in making the payment that was due. At the request of the Board of Commissioners staff will review Ms. Espinoza's situation and determine if the fee waiver is warranted.

**4.) FINANCIAL MATTERS:**

**a.) Payroll, 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, Payroll; Vouchers (Check No. 17733 - 17795) in the amount of \$202,373.09; Revolving Fund Checks (Check No. 8360 - 8375) in the amount of \$150,278.17, were unanimously approved and signed as follows:

<b>Fund</b>	<b>Amount</b>
Water Maintenance	\$96,928.04
Water Capital Improvement	22,256.27
Sewer Maintenance	64,011.75
Sewer Capital Improvement	19,177.03
Revolving Check Fund	150,278.17
<b>Total</b>	<b>\$352,651.26</b>

## **5.) MAINTENANCE & OPERATIONS REPORTS**

### **a.) Staff Report – SB Design Agreement (Office Furniture)**

Mr. Brees provided a Staff report to the Board of Commissioners on the SB Design Agreement for office furniture.

The Districts Administrative Office has a large open room that is used for project file storage, the large format printer, and has cubicles for five District employees. The furniture and cubicles were a Steelcase brand product that is no longer manufactured. During the Covid Emergency, this space has not been fully utilized as there is minimal privacy and limited physical separation between the workspaces. The cubical walls are 5' tall and the existing furniture comprises of three walls for each space, leaving the employees open to the common room on one side. Employees assigned to this workspace have reported difficulty with interruptions when working and when on phone calls.

To improve this workspace (enhancing physical separation and privacy), a new furniture/cubical system is needed. Sheryl Brown of SB Design Services has provided a proposal to assist District staff in designing and obtaining quotes from vendors for the new furniture/cubical system. Sheryl Brown was previously an employee of David A. Clark Architects, who provided architectural services and project management for the Front Office Security Improvements project.

The proposal is based on hourly rates with a total not-to-exceed amount of \$3,900.00, based upon 22-28 hours of professional services. It is anticipated that the total project will cost approximately \$50,000. The new system will utilize higher walls, cubicles will be enclosed on four sides with some type of doorway. This will improve the workspace by enhancing privacy, provide greater physical separation during the Covid emergency, and there will be workspaces for seven employees compared to the five current workstations.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized the General Manager to execute a Professional Services Agreement with SB Design Services with a not-to-exceed amount of \$3,900.00.

### **b.) Staff Report – Reservoir No. 2 Cathodic Protection System Evaluation**

Mr. Berger provided a Staff report to the Board of Commissioners on the Reservoir No. 2 Cathodic Protection System Evaluation.

Recently, SLWSD hired NW Corrosion Engineering to evaluate Reservoir No. 2 including the underground metal pump station, and Reservoir No. 3. In 2019, NW Corrosion

designed and installed the Cathodic Protection systems at Reservoir No. 4, to increase its longevity and preserve the interior coatings.

The results of the evaluation revealed that both Reservoirs No. 2 and No. 3 have very good interior coatings and that no corrective action is needed at this time. Both sites will be evaluated when each Reservoir is taken out of service to perform cleaning at the five-year recommended cleaning interval cycle. Cathodic Protection may be added to these two Reservoirs at a future date if warranted.

At Reservoir No. 2, the underground metal Booster Pump Station was installed in the early 1990's with a basic Cathodic Protection. This protection was only designed to protect the station shell and has proven ineffective due to piping, conduit, and grounding additions that all increase the potential for corrosion as revealed by the recent testing. With the existing system deficient to protect the pump station, staff recommended adding a new Cathodic Protection at this time, replacing the existing system, to extend useful service life of the facility. The Reservoir No. 2 Booster Station design proposal and pump station photos were provided to the Board of Commissioners.

Cathodic Protection is a method for preventing corrosion on submerged metallic structures (reservoirs) and underground metallic structures (pump stations). Cathodic Protection uses a DC Current from an external source to oppose the discharge of corrosion current from exposed metal areas of the structure and increase useful longevity of equipment.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved staff to move forward and contract with NW Corrosion Engineering to design a Cathodic Protection system for Reservoir No. 2 Booster Pump Station, with a cost estimate of \$9,318.52. The estimated cost to install the designed system is approximately \$35,000.

## **6.) INTERAGENCY REPORTS**

### **a.) Staff Report – (LIHWAP Low Income Household Water Assistance Program – Vendor Agreement**

Mr. Brees provided a Staff report to the Board of Commissioners on the Low-Income Household Water Assistance Program and Vendor Agreement.

As a part of the American Rescue Plan Act of 2021, a new program was authorized by the Federal Government, to provide emergency assistance to low-income households with their water and wastewater bills.

The program eligibility is limited to households that are below the 150% federal poverty level (\$39,750/year for a family of four). This is the same eligibility as the Low-Income Household Energy Assistance Program (LIHEAP) that has existed for decades. Funding has finally made its way down from the Federal Government, through the State, and to Snohomish County. Last week, the District was provided a draft agreement by Snohomish County Human Services that was provided to the Board along with data requested (customer counts and arrearages information).

It is not anticipated that very many customers will qualify for the program; however, those that do, may receive substantial assistance (up to \$2,500) which would be paid to the District to address arrearages and provide for the restoration or continuation of services.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized the authority for the General Manager to enter into an agreement to accept funds on behalf of qualifying customers from the Low-Income Water Assistance Program (LIHWAP).

**7.) STAFF REPORTS:**

**a.) District Engineer:**

Mr. Smith reported that a new task order under the Engineering Services Agreement has been issued to Gray and Osborne, Inc. to assist District staff with updates to the District's Standards and Details. This work was included in the 2022 Financial Plan. The amount authorized as a part of this authorization is not to exceed \$35,000.

Mr. Smith also reported that the new Associate Engineer position has been filled by Hawk Radosevich. Mr. Radosevich was currently working for the District as an Engineering Intern and graduated from Washington State University in May of 2021 with a degree in Mechanical Engineering. In 2020, Hawk drafted a plan for the alignment of sewers in areas of the District that are not currently served, and in 2021 he has been assisting the M&O staff with the creation of Standard Operating Procedures (SOPs) at the District's lift stations. Two other candidates applied and interviewed in the selection process.

**b.) Finance Manager:**

Mr. Nelson reported that District staff had inspected a property at the request of the property owner to determine if the property was a single-family home or a home with an attached Accessory Dwelling Unit (ADU). In this instance, it was determined by staff that there is just a single-family home. While the home has two kitchens, multiple bedrooms and living spaces, there is no physical separation within the unit to create separate units. There are no separate entries. This property was previously sent a letter regarding the creation of an ADU and the resulting change in account status that will now be rescinded.

Mr. Nelson provided an update from HRA Veba Board regarding a potential data breach that was feared to have included participant personal information. It has been determined that participant personal information has not been compromised.

Mr. Nelson provided a review of the collections from delinquent accounts (service disconnections) that were resumed in January, following a moratorium that lasted nearly two years. At the current time, approximately thirty accounts were locked off. All the other accounts have made a payment to maintain or resume service. Several of these accounts that have been locked off appear to not be occupied. District staff has been working with service providers to obtain support on behalf of eligible customers.

c.) **O&M Manager:**  
No further report.

d.) **Technical Services Manager:**  
No further report.

e.) **Attorney:**  
No further report.

f.) **General Manager:**  
No further report.

**This ends the Minutes of the February 10, 2022, 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 February 10, 2022 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 24, 2022, 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 24<sup>th</sup> day of February 2022.

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

  
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Anne Backstrom, Secretary