

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

March 10, 2022

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on March 10, 2022, beginning at 5:30 p.m. Attending in person were Commissioners Anne Backstrom, John Warner, and Shauna Willner. Also present by 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; and Eric Delfel with Gray & Osborne, Inc. 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 February 24, 2022, were unanimously approved as circulated.

3.) PUBLIC COMMENT:

No members of the public participated in person or by teleconference.

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.17860 - 17922) in the amount of \$443,460.14; Revolving Fund Checks (Check No. 8391 - 8403) in the amount of \$149,563.26, were unanimously approved and signed as follows:

Fund	Amount
Water Maintenance	\$131,843.25
Water Capital Improvement	17,086.63
Sewer Maintenance	221,251.27
Sewer Capital Improvement	73,278.99
Revolving Check Fund	149,563.26
Total	\$593,023.40

b.) Staff Report – Installment Plans

Mr. Nelson provided a Staff report to the Board of Commissioners on the Installment Plans.

On September 23, 2021, the Board of Commissioners authorized the creation of installment plans for customers three or more bill periods past due. Customers had become past due for a variety of reasons due to the pandemic and the suspension of the District's collections

activities, mainly service disconnections, based on a series of executive orders from Governor Inslee that established a moratorium.

On October 31, 2021, the District created 195 installment plans for a total of \$188,239.73 of past due charges. Since then, staff has requested authority to create two new plans for customers that had financial or health issues after the end of the collection stay and before the District's first shut-off day in January 2022, for an additional \$2,572.50. As of March 8, 2022, the District has 172 active installment plans, totaling \$105,674.94 of unbilled installments with approximately \$25,049.82 of billed installments currently being collected by the District.

With respect for the installment plans that have been paid, the payoffs were either related to a property sale, a change in renter where the District requires the installment plan balance to be paid before a new renter is provided a copy of the bill. In a few cases, customers have received Renter Assistance Grant payments from Workforce.

The Board's direction to staff was to extend the installment plans no greater than eighteen months, or nine bi-monthly bill periods. For most customers, this has been a strain on their pocketbooks; however, they are maintaining their payments. For other customers who are still impacted by either medical or financial distress, the bi-monthly installment assessment is beyond their means to pay with the average installment amount of \$117.45 and the highest at \$597.00. Staff also noted that without a Utility Assistance Program for property owners, those property owners in dire financial assistance are the most impacted. Often, in communications with these customers, the choice is coming down between utility bills or other essential needs, where an extra \$50.00 to \$100.00 is a significant amount.

Staff asked the Board for the authority to provide an additional six months, or three bill periods. This would drop the bi-monthly billed installment plan by about 66% for the extended term. A Table was provided to the Board that outlined a few accounts that staff has communicated with regarding a hardship. Staff recommended a targeted approach, extending the additional term for the installments for only two customers that reached out to the District to make a request or express extreme hardship with staff.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized staff to extend the pay back periods for customers on installment plans going forward by up to 6 months, if a customer requests to extend the term or expresses extreme hardship in making the existing installment payment.

5.) Maintenance & Operations Reports

a.) Update – Water Main Break 21 Oaks

Mr. Berger provided an update and PowerPoint Presentation to the Board of Commissioners reviewing a water main break in the 21 Oaks neighborhood (138th and 61st Avenue SE) and a sewer overflow that occurred in the Westfield development (135th and 40th Avenue SE).

The watermain break was reported to the District in the evening on Tuesday, March 1, 2022. The break was a full circle break on an 8" Cast Iron Main (installed in 1969). The

main break was in a front yard at the edge of the pavement which simplified repair and restoration. The District's three-person response team was able to complete the repair within in few hours and the residents landscaping was restored the following day. There was no damage to private property other than minor landscaping because of this main break. Mr. Berger shared several photos documenting the break, repair work, and restoration work.

On Sunday March 6, 2022, the District's on-call personnel responded to a sewer back up/overflow. The location of the backup/overflow was two manholes on 135th Place SE (Westfield development). A two-person response team utilizing a Vactor truck were able to quickly clear an obstruction in the downstream line. The obstruction appeared to be foreign debris including, rubber bands and toy balls. While a significant amount of sewer overflowed into the storm system near the overflowing manholes, there were no reports of backups in neighboring structures. District crews cleaned up the spill and storm system that received the flows, and appropriate notifications were sent to the Department of Ecology and City of Mill Creek. Mr. Berger shared several photos of the overflow and remediation efforts.

b.) Staff Report – 2022 Conference Schedules

Mr. Brees provided a Staff report to the Board of Commissioners regarding the 2022 Conference Schedules.

Each year the Board is presented with a conference schedule that identifies all out of state travel and conferences (or training) where the expected cost is greater than one thousand dollars for review. Two 2022 Conference Schedules (Board, staff) were provided to the Board for their consideration.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the 2022 Conference Schedules.

c.) Staff Report – Surplus Property and Resolution No. 824

Mr. Berger and Mr. Busch provided a Staff report to the Board of Commissioners regarding the Surplus Property and Resolution No. 824.

Recently, the District took delivery of a new 2021 Ford Ranger that will be used primarily by the Operations and Maintenance Department, and for meter reading. With this new truck in the fleet, the 2021 Rav4 Hybrid vehicle will be dedicated to the office staff. The 2014 Ford Escape SUV is no longer needed.

As the value of the 2014 Ford Escape SUV is estimated to exceed \$2,500, staff recommended that the Board of Commissioners authorize its sale at public auction, to be held at James G. Murphy in Kenmore, Washington, April 7th through the 14th, 2022.

In addition, there are several older servers, monitors, computers, and other electronic devices that are obsolete and no longer needed by the District. In the case of computers and servers, hard drives are removed and destroyed prior to disposal to prevent potential theft of data. Most of this equipment will be recycled as e-waste; however, a few items

will have minor surplus value and will be sold (via private sale) to 3R Recycling of Kent, Washington. Total value of surplus servers, monitors, computers, and electronic devices is estimated at \$1,040.00.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved and adopted Resolution No. 824, declaring the 2014 Ford Escape SUV and the list of obsolete electronic devices as surplus, and authorized sale at public auction and via private sale, respectively.

d.) Sewer Bypass Pump Purchase and Resolution No. 825

Mr. Brees provided a Staff report and Resolution No. 825 to the Board of Commissioners regarding the Sewer Bypass Pump Purchase.

The District currently operates twenty-one sewage lift stations to pump sewer flows to the gravity trunk lines that deliver the waste to the wastewater treatment plants in the City of Everett or King County. The District must provide uninterrupted service to prevent overflows that would be damaging to the environment or would result in property damage. The primary means by which the District maintains uninterrupted service is by redundancy in the pumps at each station and by equipping all stations with permanently installed standby generators.

However, these backup systems can also fail in unforeseen ways. Examples include failure of the backup generator to operate, multiple pump failures at the same station, electrical gear failure, or force main failure. Natural disaster may also cause multiple failures or prolonged power outages that compound the risk for a backup system to fail. Earlier this year, we nearly ran out of propane fuel at a lift station that was operating on backup power during the cold weather that followed the snow. Prior to the weather event, PUD had disconnected the station from utility power, due to a short in one of the conductors between the transformer and the electrical service.

With each of these failures, the District's staff is learning and adapting to improve regular operations and redundancy. In recent years, efforts to mitigate failures have included: increasing the size of fuel tanks for generators, switching from propane to diesel fuel supply, outfitting two trucks with diesel transfer tanks to refuel generators, regular load testing of generators, inspection and operation of the standby generators, weekly lift station inspections, outfitting three trailers with backup generators, installing quick connect electrical connections, and purchasing a submersible bypass pump.

One additional measure that was identified in both the 2011 and 2018 Wastewater Comprehensive Plans and the District's 2020 Financial Plan, is the purchase of trailer mounted diesel-powered bypass pumps. This type of system can pump directly from a lift station wet well into the force main. This bypasses the station pumps, electrical gear, controls, generator, and other equipment that may have failed in an unforeseen way. Additionally, in some circumstance it could be used to pump around a force main failure. It was anticipated that up to three pumps would be required to meet the variable head and flow requirements of the District's stations.

In 2020, District staff together with Gray & Osborne, Inc., reviewed and selected the Godwin Dri-Prime CD 160M as the preferred pump as it could be used at varying degrees of success at most of the District's stations. Three stations (Waldenwood, Sector 7, and Lift Station 2) were excluded from the bypass pumping considerations as they have both high flows and high total dynamic head that would require a much larger pump. These stations all have large onsite wet well storage and three pumps for greater redundancy.

Following delivery of the CD 160M pump, District staff have set up at each of the lift stations to test the bypass pump and to develop/document standard operating procedures for the specific station. During this work, it was discovered that our pump is overpowered for some of the smaller stations and a smaller pump is required. District staff have researched available products and determined that the Godwin Dri-Prime CD 100S is well suited for the lower head and flow conditions at the District's smaller stations.

Currently, there is not a State Contract available for the Godwin Dri-Prime CD 100S. However, the Houston-Galveston Area Council (H-GACBuy) currently has a purchasing contract for the Godwin Dri-Prime CD 100S. The District recently joined this purchasing co-op and may use the contract between Godwin and H-GACBuy to meet the District's competitive bidding requirements.

Staff recommended using the H-GACBuy Contract to meet its public bidding requirements and to procure the Godwin Dri-Prime CD 100S Sewer Bypass Pump.

Following discussion, by motion made, seconded, and carried unanimously, the Board approved and executed Resolution No. 825, authorizing the purchase of a Godwin Dri-Prime CD 100S Sewer Bypass Pump utilizing H-GACBuy, Contract No. CM02-21. The total cost is \$51,746.82 plus applicable tax and delivery.

e.) Update – CCC Program Staffing Changes

Mr. Busch provided an update to the Board of Commissioners regarding the Cross Connection Control (CCC) Program staffing changes. In 2021, several updates were made to the District's CCC Program including an update to the software used to manage the inventory of hazards and tracking test reports, and now at the start of 2022, a shift in the internal staffing to manage the program. Katarina Hirai, GIS Analyst, has managed the program for several years and recently led the effort to upgrade the software. However, Ms. Hirai has assumed additional responsibilities in a managing of the GIS Program and Lucity, the District's Asset Management program. Therefore, Andrew Piekarski and Bill Kuhlman (Water Quality Coordinators) have assumed primary responsibility for the CCC Program with administrative support from Robin Engbrecht, Administrative Clerk. Several training sessions have been held and the work has officially been handed off.

6.) STAFF REPORTS:

a.) District Engineer:

No further report.

b.) Finance Manager:

Mr. Nelson reported that the transfer of funds from the District's working funds to our investment accounts have been completed as previously authorized.

Mr. Nelson next reported that the State Auditor is nearing completion of the Accountability Audit for 2020 and 2021. Mr. Nelson requested that the Commissioners designate a representative to attend the Exit Conference. Following discussion, Commissioner Willner was designated as the Board's representative to attend the meeting.

Mr. Nelson reviewed efforts to suspend service to a property occupied by a renter. The renter has vandalized the District's locks on more than one occasion. The property owner has contacted the District and may take steps to resolve the delinquency so that the renter does not incur additional charges against the property.

c.) O&M Manager:

No further report.

d.) Technical Services Manager:

Mr. Busch reported that he has met with a team from the State Auditor's Office and their Consultant tasked to perform a targeted cyber security review for the District. The Consultant has provided a plan and schedule for their intended work for District staff to review.

Mr. Busch reported that due to current cyber security concerns, he and his team have adjusted the District's firewalls to prohibit all traffic that originates from outside the United States and Canada.

e.) Attorney:

No further report.

f.) General Manager:

Mr. Brees reviewed some of the changes to the District's workplace safety guidelines in light of the lifting of the Statewide Mask Mandate.

Mr. Brees reported that the District has received a substantial number of the new Badger water meters equipped with the cellular transmitters. A sample meter/transmitter was passed around the room. Mr. Brees reviewed the efforts currently underway to create a process for the exchange of data between the Badger system and the District's utility billing software.

Mr. Brees provided an update on some topics of interest from the legislative session, including the Public Works Trust Fund and assistance to customers with their water/wastewater utility arrearages.

This ends the Minutes of the March 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 March 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 March 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 24th day of March 2022.

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



Anne Backstrom, Secretary