

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

June 9, 2022

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on June 9, 2022, beginning at 5:30 p.m. Attending in person were Commissioners Anne Backstrom, John Warner, and Shauna Willner. Also present in person were Scott Smith District Engineer, O&M Manager Ron Berger, Finance Manager Brad Nelson, and Technical Services Manager James Busch. Attending by video conference were Curtis Chambers 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 both in person at the meeting and 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 May 26, 2022, were unanimously approved as circulated.

3.) PUBLIC COMMENT:

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

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. 18278 - 18347) in the amount of \$1,518,912.51; Revolving Fund Checks (Check No. 8558 - 8581) in the amount of \$204,918.79, were unanimously approved and signed as follows:

Fund	Amount
Water Maintenance	\$214,994.14
Water Capital Improvement	29,795.80
Sewer Maintenance	716,750.15
Sewer Capital Improvement	557,372.42
Revolving Check Fund	204,918.79
Total	\$1,723,831.30

5.) CAPITAL IMPROVEMENT PROJECTS

a.) Staff Report – Lift Station No. 4 – Project Update

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Lift Station No. 4 project update.

The District awarded the Lift Station No. 4 Generator Replacement Project, in the amount of \$423,641.04 to Colvico, Inc. on January 13, 2022. Pay estimates will be approved by the Board monthly as needed.

Submittal review and material acquisition has occupied most of 2022 to date. The critical path item for construction is delivery of the generator, which is not projected until the end of 2022, due to COVID material supply chain issues.

The contractor has requested payment for materials on hand that have been ordered and delivered as allowed for in the contract documents. For Pay Estimate No. 1, this consists of the galvanized structural steel for the generator canopy in the amount of \$27,529.09. The structural steel was delivered to District Headquarters on April 19, 2022, and is being stored in the back parking lot, a picture was provided to the Board of Commissioners.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 1 for initial materials on hand in the amount of \$27,529.09

b.) Staff Report – CIPP Project

Mr. Smith provided a Staff report to the Board of Commissioners regarding the CIPP Project.

The District approved an Interlocal Agreement with Alderwood Water & Wastewater District (AWWD) on February 27, 2020, in the amount of \$840,897.44, for joint participation in a Cast-In-Place Pipe (CIPP) Project. The scope of the work was to install approximately 4,000 feet of pipe lining in deteriorated concrete sewer mains in 51st Avenue SE, north of Seattle Hill Road. Pay estimates will be approved by the Board monthly as needed.

After substantial COVID delays at AWWD, the CIPP project was advertised for bids and awarded to Iron Horse Construction in June 2021. The contract had a long contract time for completion and involved several other Districts and cities in the scope of work.

Work finally began on the Silver Lake portion of the work on April 19, 2022, and was completed in late May. Punch list work is nearly complete, and AWWD has sent an invoice for payment of the District's Schedule "C" bid items in the amount of \$474,618.38. One final pay estimate can be expected, but the total District cost should be approximately \$500,000.

Following discussion by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 1 in the amount of \$474,618.38

6.) MAINTENANCE & OPERATIONS

a.) Staff Report – Sewer Pretreatment (FOG) Code, Chapter 6.10

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Sewer Pretreatment (FOG) Code, Chapter 6.10.

On September 24, 2020, the Board approved a consultant scope and fee with Gray & Osborne (G&O) for the creation of a Sewer Pre-treatment Program, with a focus on reducing Fats, Oils and Grease (FOG) in the District's sewer system.

The District does not currently have a FOG Program or any associated regulations, but the buildup of FOG in the conveyance system is an ongoing and increasing maintenance issue for the District in some problem areas. The District only has regulations in place for industrial sewer customers in the Everett Treatment Basin, which consists of just the Cathcart Landfill facility.

There are approximately 110 existing commercial businesses in the District that should have some type of sewer pre-treatment system, but less than 40% do. In addition, there are many new (i.e., Farm at Mill Creek) or converted businesses (i.e., retail to restaurant) in commercial developments that generate FOG and are not being regulated, inspected, or maintained.

During the Board meeting on April 14, 2022, District staff presented an update on the FOG Program, as well as a draft revised Code Chapter 6.10. Attached with the Staff report was Resolution No. 830, with the proposed final revisions to District Code Chapter 6.10, which would address FOG facilities, industrial customers in the Alderwood basin, design and maintenance requirements, and enforcement.

Changes to this Code Chapter since the April 14, 2022 meeting include, moving Enforcement to a new Section 6.10.070, and the addition of enforcement language in Subsection 2 for the option of increased monthly sewer rates in lieu of fines. These new monthly rates would be likely be determined as part of the annual 2023 rate updates after the FOG Program is more established with quantifiable impacts.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Resolution No. 830, to adopt a revised District Code Chapter 6.10 for Sewer Pretreatment Requirements.

b.) Staff Report – Alternative Work Schedules

Mr. Nelson provided a summary on the General Manager's Staff report to the Board of Commissioners regarding Alternative Work Schedules.

During the COVID-19 Emergency, the District's employees have been permitted to work a remotely and work varied shifts and schedules as part of the District's efforts to improve social distancing or in response to direct impacts of the emergency such as the need to isolate, quarantine, or provide care to minor children during school closures. The District's workforce has been very responsible with this new flexibility and the District has maintained a high level of productivity and customer service during the emergency. The economic recovery following the COVID-19 Emergency has resulted in low employment, rising costs and wages, and a competitive job market. In this competitive market, many employers including peer agencies to the District are permitting remote work and alternative work schedules to continue or become permanent policies.

To attract and retain employees in the competitive job market, the District is exploring how alternative schedules and remote work would impact the District's operations. Two alternative schedules have been developed for Board of Commissioners consideration. The first is what is known as a 9/80 schedule, where an employee would work (9) 9-hour shifts and (1) 8- hour shift with one weekday off over a two-week period. The second is flex schedule, where an employee would work 40 hours per week, the hours per day and time of day worked could vary, so long as 40 hours are worked during the week.

Potential benefits of these schedules include:

- Reducing the number of commutes to and from work and impact of the District's workforce on regional traffic
- Increase the number of hours District staff is available to provide services
- Retain status as a competitive employer without increasing labor costs
- Improved work/life balance for District's employees

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved via motion, Resolution No. 831 - Adopting a Policy for Alternative Work Schedules and amending Chapters 3.10.040(4) On-call Compensation and Overtime Calculations and 3.15.270(5) Holidays of the District Code.

c.) Update – Demonstration of Badger Beacon Portal

Mr. Busch provided an update to the Board of Commissioners regarding a demonstration of the Badger Beacon Portal including a walk through the Customer's Eye-On-Water portal and the phone app.

Mr. Nelson provided an outline on how the Beacon portal flagged a leak with a customer's irrigation system. Irrigation system leaks are particularly hard to identify, and this customer's irrigation leak may have been happening for several years, based on their summer consumption patterns. Mr. Nelson extended compliments to Mr. Tom Gaffney, Mr. Ricky Gordon, and Ms. Katarina Hirai for their investigative work on the account.

7.) STAFF REPORTS:

a.) District Engineer:

No further report.

b.) Finance Manager:

Mr. Nelson reported to the Board that the District will be closed on June 20, 2022, in observance of Juneteenth.

c.) O&M Manager:

Mr. Berger reported on three new hires for the District. Mr. Robert Graham will be returning to the District as a Seasonal Maintenance Worker; Mr. Travis Koenen will be starting as the second Utility Maintenance Worker Apprentice on June 14th; and Mr. Collin Keefover will be starting as a Utility Maintenance Worker 1 on June 27th.

d.) Technical Services Manager:

No further report.

e.) **Attorney:**

No further report.

f.) **General Manager:**

No reports.

This ends the Minutes of the June 9, 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

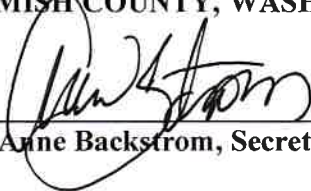
I, the undersigned, Secretary of the Board Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

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 June 9, 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 June 23, 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 23RD day of June 2022.

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



Anne Backstrom, Secretary