

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

July 14, 2022

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on July 14, 2022, beginning at 5:30 p.m. Attending in person were Commissioners Anne Backstrom and John Warner. Also present in person were Scott Smith District Engineer, O&M Manager Ron Berger, and Finance Manager Brad Nelson. Attending by video conference was Commissioner Shauna Willner, Technical Services Manager James Busch, 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 June 23, 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. 18391 - 18477) in the amount of \$1,347,658.00; Revolving Fund Checks (Check No. 8608 - 8637) in the amount of \$218,437.81, were unanimously approved and signed as follows:

<b>Fund</b>	<b>Amount</b>
Water Maintenance	\$72,494.35
Water Capital Improvement	15,235.00
Sewer Maintenance	801,047.66
Sewer Capital Improvement	458,880.99
Revolving Check Fund	218,437.81
<b>Total</b>	<b>\$1,566,095.81</b>

**5.) DEVELOPER PROJECTS**

**a.) Staff Report – Brasswood Pay Estimate No. 2**

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Brasswood Pay Estimate No. 2.

On July 22, 2021, the Board approved a Participation Agreement in a not-to-exceed amount of \$265,920.29, for replacement of the offsite sewer main in 132<sup>nd</sup> Place SE, as part of the Brasswood development project. The developer is completing a planned capital improvement project for the District, which is cost efficient and minimizes disruptions to the neighborhood. The District's amount for payment is the cost difference between the original Brasswood force main requirement and the District's pipe replacement work.

The existing 8-inch sewer main in 132<sup>nd</sup> Place SE was identified as a system deficiency in the adopted Sewer Comprehensive Plan and was a future capital improvement project for replacement (Project No. GV-3). The pipe was at full capacity, due to the flat grade going into the Sector 7 Lift Station, and needed to be upsized to a 12-inch pipe to accommodate any additional flow. The estimated project cost in the Sewer Comprehensive Plan was \$434,000, and \$400,000 was budgeted in the 2021–2022 Financial Plan.

After a last-minute change in the installation method in the western section of the pipe replacement, the work was completed in October 2021. On April 28, 2022, the Board approved Pay Estimate No. 1 in the amount of \$153,740.28 for all work items except the final pavement restoration. The grind and overlay work on 132<sup>nd</sup> Place SE was completed on April 27, 2022, and all associated punch list items have been completed.

Staff recommended approval of Pay Estimate No. 2 in the amount of \$85,000.00 for the lump sum payment of the remaining paving work. The final total cost to the District for the participation work is \$238,740.28.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the developer Pay Estimate No. 2 for the District's participation work on Brasswood Offsite Sewer Project, in the amount of \$85,000.00.

## **6.) CAPITAL IMPROVEMENT PROJECTS**

### **a.) Staff Report – Lift Station No. 2 Evaluation**

Mr. Smith provided a Staff report to the Board of Commissioners regarding Lift Station No. 2 Evaluation.

Lift Station No.2 is a critical sewer facility for the District and the largest lift station with a capacity of 3,200 gpm. The current station was constructed in 2005 and is located at the base of a steep slope just west of the intersection of 51<sup>st</sup> Avenue SE and 116<sup>th</sup> Street SE. During construction, in the winter of 2005, there was a landslide above the lift station, which was repaired with a rock buttress at the toe of the slope.

There is small drainage system at the base of the rock wall, which is no longer functioning properly and causes minor surface flooding each year at the lift station site. In addition, there is a large amount of water that flows year-round out of the slope through the rock wall. District maintenance staff requested an evaluation of the drainage system to eliminate the surface flooding, as well as an assessment of the slope to ensure there are no long-term stability issues.

On November 10, 2021, the Board approved an On-call Engineering task with KPG in the amount of \$35,109, to evaluate the stability of the slope above Lift Station No. 2, as well as the drainage issues at the base of the rock wall. The evaluation involved field visits and researching several archived documents, as well as an interview with Commissioner Warner, who was the District's inspector during the construction project. The final technical evaluation memo was provided to the Board for the Board's information.

To summarize the results, the drainage issue is a relatively easy fix and can be addressed by District crews. Mr. Berger provided an update on recent maintenance staff efforts to date, which have clarified the outfall drain location of the two different underground drain lines. Staff also excavated the existing shallow drain line at the base of the rock wall, which appears to be plugged and broken in several places. Pictures of the recent work were shared with the Board.

Regarding the slope stability, there are two evaluation scenarios, static and earthquake. In a static condition, the slope is well within an acceptable factor of safety level. However, during an earthquake, the projected factor of safety is below the recommended threshold. The caveat is that more geotechnical information is really needed to make an accurate determination, but something like a catchment wall to stop landslide debris is likely needed to protect Lift Station No. 2 during an earthquake.

There are two options for how to proceed with the next step. One option is to execute a second phase task order with KPG to better evaluate the existing slope and potential solutions in the amount of \$70,181, of which, \$51,444 is for geotechnical work. The second option is to move into the full design stage for a new retaining wall system, which is the likely solution but would have some uncertainty in the design scope.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the option to proceed with a second phase task order with KPG, to better evaluate the existing slope and potential solutions, in the amount of \$70,181.

**b.) Staff Report – Thomas Lake Lift Station Pay Estimate No. 2**

Mr. Smith provided a Staff report to the Board of Commissioners regarding Thomas Lake Lift Station Pay Estimate No. 2.

The District awarded the Thomas Lake Lift Station Replacement Project, in the amount of \$2,476,323.79, to McClure and Sons, Inc. (MSI), on November 23, 2021. Pay estimates will be approved by the Board monthly as needed.

MSI mobilized onsite on May 31, 2022, and began work on June 6, 2022. Erosion control and perimeter fencing were installed, and the existing sod and asphalt onsite were removed. Dewatering wells were installed, and sections of the wet well caisson were delivered to the site on June 29, 2022.

Major work included in Pay Estimate No. 2 for the month of June consists of 35% of the mobilization amount, utility locating, another 17.4% of the lift station replacement lump

sum, along with portions of the erosion control, dewatering, excavation, and electrical bid items.

Following discussion by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 2 in the amount of \$330,870.46.

**7.) MAINTENANCE AND OPERATION REPORTS**

**a.) Staff Report – Electronic Signatures Policy**

Mr. Busch provided a Staff report to the Board of Commissioners regarding the Electronic Signatures Policy.

The Uniform Electronic Transaction Act (UETA), Chapter 1.80 RCW, authorizes municipalities in Washington to utilize electronic signatures in the conduct of governmental affairs and other transactions where their use is not prohibited.

The use of electronic signature technologies can benefit the District by decreasing the District's reliance on paper transactions and physical documents, lessening administrative demands, improving efficiency, leveraging the District's investments in digital technology, and saving time and reducing costs associated with conducting District business.

This resolution authorizes designated District staff and Commissioners to utilize electronic signatures to conduct District business. The associated policy defines the specifics for implementation and use of electronic signatures.

Following discussion by motion made, seconded, and carried unanimously, the Board of Commissioners approved Resolution No. 832 - Authorizing the Use of Digital and Electronic Signature Technology, and Adopting Policies for the Use of Electronic Signatures.

**8.) STAFF REPORTS:**

**a.) District Engineer:**

Mr. Smith provided additional comments on a recent joint agency meeting on the Everett Biosolids Agreement, which will be brought back to the Board as a future item. Mr. Smith also asked the Commissioners to begin thinking about the WASWD Fall Conference, and to let Curt or Shelley know if they are interested in attending.

Commissioner Backstrom asked for consideration of an earlier start time for the September 22, 2022, Board meeting, either a 4:30 p.m. or 5:00 p.m. start time. Commissioner Warner and Commissioner Willner were going to check their schedules to confirm, but a 4:30 p.m. start time would likely be feasible.

**b.) Finance Manager:**

Mr. Nelson provided updates on three items to the Board, including the current status of account delinquencies and liens, an ongoing eviction situation that will require a higher

level of effort to shut off service, and an update on the Biosolids Tolling Agreement with the City of Everett.

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

Mr. Berger provided a brief update on the higher summer water demand, which is approaching 6 MGD.

d.) **Technical Services Manager:**

Mr. Busch provided an update on the new GIS Intern, who is doing good work updating the GIS system with missing side sewers.

**This ends the Minutes of the July 14, 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

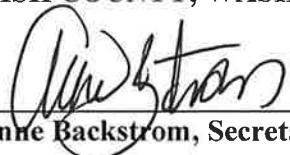
I, the undersigned, Secretary of the Board Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

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 July 14, 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 July 28, 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 28<sup>th</sup> day of July 2022.

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

  
\_\_\_\_\_  
Anne Backstrom, Secretary