

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

October 13, 2022

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on October 13, 2022, beginning at 5:30 p.m. Attending in person were Commissioners Anne Backstrom, John Warner, and Shauna Willner. Also present in person were Curt Brees District Manager, O&M Manager Ron Berger, District Engineer Scott Smith, Finance Manager Brad Nelson, Technical Services Manager, James Busch, Associate Engineer Hawk Radosevich, and IT Technician Brian Malen. Eric Delfel with Gray & Osborne, Inc., and Curtis Chambers with Inslee, Best, Doezie & Ryder P.S., Attorney for the District, attended via video conference. 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 special meeting of September 22, 2022, were unanimously approved by the Board 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. 18773 - 18854) in the amount of \$1,201,464.08; Revolving Fund Checks (Check No. 8762 - 8800) in the amount of \$236,702.94, were unanimously approved by the Board and signed as follows:

Fund	Amount
Water Maintenance	\$92,732.07
Water Capital Improvement	28,430.69
Sewer Maintenance	742,454.17
Sewer Capital Improvement	337,847.15
Revolving Check Fund	236,702.94
Total	\$1,438,167.02

5.) DEVELOPMENT PROJECTS:

a.) Staff Report – Thomas Lake Lift Station Replacement & Pay Estimate No. 5

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Thomas Lake Lift Station Replacement and Pay Estimate No. 5.

The District awarded the Thomas Lake Lift Station Replacement Project, in the amount of \$2,476,323.79 including sales tax, to McClure and Sons, Inc. (MSI), on November 23, 2021. Change Order No. 1, in the amount of \$18,776.11, was approved by the Board on August 11, 2022. Pay estimates will be approved by the Board monthly as needed.

Within the last month, the reinforced concrete floor of the wet well caisson, as well as the concrete slab for the new electrical control building, were both poured on September 12, 2022. The large underground concrete valve vault has been installed onsite and backfilled, and piping work began after coring new holes for corrected pipe locations. The concrete generator pad was poured on September 20, 2022. Mr. Smith shared several photos of the project work that has been recently completed or is currently in progress.

Major work included in Pay Estimate No. 5 for the month of September consists of another 25% for mobilization, 13% of the lift station lump sum item, along with shoring, traffic control, erosion control, dewatering, electrical, and some items from Change Order No. 1.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 5 in the amount of \$285,381.43

b.) Staff Report – Brasswood Offsite Sewer & Pay Estimate No. 3

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Brasswood Offsite Sewer and Pay Estimate No. 3.

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 132nd Place SE, as part of the Brasswood development project. 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 previous 8-inch sewer main in 132nd 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.

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 132nd Place SE were completed on April 27, 2022, and all associated punch list items are completed. On July 14, 2022, the Board approved Pay Estimate No. 2 in the amount of \$85,000.00 for the final paving work.

During the review of the project as-built plans, District staff discovered that the final quantity of the middle section for pipe bursting was incorrect, and payment is owed to the developer for another 40 feet of pipe.

Staff recommended approval of Pay Estimate No. 3 in the amount of \$9,156.00 to correct the final quantity of pipe bursting work. The revised final total cost to the District for the participation work is \$247,896.28. The Bill of Sale will be adjusted to reflect the new total project cost.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the developer Pay Estimate No. 3 for the District's participation work on the Brasswood Offsite Sewer Project, in the amount of \$9,156.00.

c.) **Staff Report – 2022 Standards Update**

Mr. Smith provided a Staff report to the Board of Commissioners regarding the 2022 Standards Update.

District Design and Construction Standards are located in Code Chapter 6.20 and were last updated in 2017. The Standards are divided into five different sections, or Articles, based on the specific subject category, plus typical District details. Article 1 of the Standards, which are the General Conditions, was updated in February 2021 along with the revised Developer Extension Agreement form.

Over the last several months, District staff have been working to update Articles 2, 3, and 5 for Water, Sewer, and Cross Connection Control, respectively. Concurrently, Gray & Osborne has been working to update the District details. Note that Article 4 for Sewer Lift Stations will require a major update and reformatting in 2023, and staff is still collecting new design and construction requirements based on recent development and capital projects.

Following was a general summary of the proposed updates:

- Updated to reflect current practices, materials, part numbers, external references, etc.
- Reorganized sections for material/installation and connection requirements
- Reduced duplication of language for requirements
- Consistency in wording and format
- Clarification of ownership and maintenance responsibilities for District vs. private.
- Updated CCTV inspection requirements now as a separate document
- Details – similar general updates with new title block, some new/deleted/combined details. Note that most of the previous Lift Station details have become either General or Sewer details.

Significant revisions to note include:

- All new water main to be restrained joint pipe for seismic restraint
- Water and sewer connection requirements based on building type/use/codes
- Updated private side sewer text section and details, now requiring the installation of a cleanout at the property / easement line at the time of inspection

A clean draft version of the proposed details and Standards update was provided for Board review and comment. A redlined copy in “Track Changes” mode can also be provided to see all proposed revisions.

After final input and edits, a resolution will be brought to the Board for final adoption of the updated Development Standards at an upcoming meeting.

6.) **CAPITAL IMPROVEMENT PROJECTS**

a.) **Staff Report – AWWD ILA for 2022 CIPP**

Mr. Smith and Mr. Radosevich provided a Staff report and Power Point Presentation to the Board of Commissioners regarding the AWWD ILA for 2022 CIPP.

Raw sewage is corrosive, especially in metal and concrete, and will gradually degrade the pipes from the inside out. An increasingly common way to rehabilitate sewer pipes that have not failed structurally is to install an epoxy coated fiberglass (or similar) liner from the inside that essentially becomes a new pipe, which is called Cast-In-Place Pipe (CIPP) lining. This is still a relatively new process in the area, and not many local agencies have experience with managing and inspecting CIPP projects.

In the 2018 Wastewater Comprehensive Plan, there is an ongoing project (GV-1) for Concrete Sewer Rehabilitation with a proposed amount of \$500,000 every two years. However, this project and funding had not been utilized until the recent CIPP lining work that was completed as part of the 2020 Interlocal Agreement with Alderwood Water & Wastewater District (AWWD). The final cost of that work was \$477,390.38, and lined 3,950 feet of old concrete pipe on 51st Avenue SE.

There is another ongoing project in the Wastewater Comprehensive Plan for CCTV Inspection (G-8), which was done in 2020 and 2022 for concrete pipes in the north and south half of the District, respectively. Staff reviewed the CCTV inspection work done in 2020 and formulated a CIPP lining plan to address the highest priority deficiencies that were observed, vicinity/site plan was provided to the Board of Commissioners.

For construction and cost efficiency, deteriorated pipes in-between the high priority segments were also included in the scope since they will all need to be rehabilitated at some point. The total length of the proposed next round of CIPP lining is approximately 21,000 feet of concrete pipe ranging in diameter from 8 to 18 inches and would rehabilitate about one-third of the concrete pipe inspected in 2020. Construction plans were prepared in-house by the new District Associate Engineer.

Maps of the proposed project locations were presented to the Board along with representative photos of existing pipe deficiencies and subsequent repairs made as a part of the recently completed 2020 CIPP lining project.

AWWD is proposing to be the lead agency on a second round of CIPP lining work that would be advertised for bid at the end of 2022 or early 2023. An Interlocal Agreement (ILA) is required to formalize the agreement between AWWD and Silver Lake and covers all the legal and financial aspects of administering the project. Due to the increased size of the project, the administrative cost percentage was reduced from 5% in 2020 to 2.5%, and testing costs were added to have one combined quality control testing effort. The proposed ILA was approved by the AWWD Board of Commissioners on September 19, 2022 and provided to the Board of Commissioners.

Based on recent unit prices, the estimated cost for Silver Lake to participate in the 2022 Sewer Relining project is approximately \$2.38 million, including contingency, sales tax, testing, and project administrative costs. The District will be required to provide our own site inspector, which was also done as part of the previous relining work. The final cost will not be known until construction bids are opened, at which point, the District will still have the option to participate or opt out if unit prices are too high.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved an Interlocal Agreement with Alderwood Water & Wastewater District for the 2022 Sewer Relining Project and authorized the General Manager to sign the agreement on behalf of the District.

7.) MAINTENANCE & OPERATIONS REPORTS:

a.) Staff Report – Everett Watermain Break and Lift Station No. 2 Drainage

Everett Watermain Break:

Mr. Berger provided a Staff report to the Board of Commissioners regarding the Everett Watermain Break and Lift Station No. 2 Drainage.

On Saturday, October 1st at 10:45 a.m., duty responder Mike McDaniels received a high flow alarm from Reservoir No. 3 located on 100th Street SE. Chris Stecher (Utility Systems Supervisor) received the alarm as well and came in to see if a large water main break or fire was occurring. The District's Reservoir No. 3 was pumping more than 4,000 GPM eventually, and the station tripped out due to the heavy load. Reservoir No. 4 supplied the water at about the same flow rate until the water valves were closed.

Enroute to Reservoir No. 3 Chris and Mike drove by a couple of project sites to see if a contractor had hit a water main, and then discovered City of Everett (COE) crews working on 31st Avenue SE North of 100th Street. The District has the 16" water line that supplies the COE customers in this area. The break site was located North of 100th Street at 9821 31st Avenue SE and was a 6" Asbestos (AC) pipe. This same pipe broke about two years ago in this general location.

Unfortunately, the COE had just performed an asphalt overlay of the street on 100th this summer and the water valves needed were paved over. The COE crews did not have a jackhammer onsite and luckily Chris had a small cordless chipping hammer and was able to expose the water valves and shut off both the District's 16" inline valve and the COE 6" feeding the street where the water main was occurring.

The District received many dirty water calls during the event. No flushing took place, and the answering service took calls with a script regarding the COE water main break. The total water lost during the water main break event, according to the SCADA System, was 432,000 gallons.

Later in the week District staff met with City staff to review this cross over service area and discussed how to coordinate during emergencies. In this case, both agencies became aware of the emergency at the same time and crews met in the field.

Mr. Berger presented several photos of the main break emergency response and repairs.

Lift Station No. 2 Drainage Improvements:

Mr. Berger shared additional photos with the Board of Commissioners reviewing the Drainage improvements completed by District crews at the Lift Station No. 2 site. There is currently a slope stability analysis underway by KPMG under the District's On-call Engineering contract. As part of the analysis, an interim recommendation was made to repair drainage on the site, picking up water flowing from the slope onto the surface of the site.

The District's crews installed a new supplemental 6" drain line on the south side of the Lift station. This drain line was constructed in a manner to accept additional flows from the west side of the site. A temporary at grade drain system was installed on the west side of the site together with asphalt berm.

Following discussion, the Board of Commissioners thanked Mr. Berger for his report and complimented District staff both for the completed project work and emergency response efforts due to the main break.

b.) Staff Report – EV Chargers at District Headquarters

Mr. Malen and Mr. Busch provided a Staff report to the Board of Commissioners regarding the EV Chargers at District Headquarters.

The District currently has two electric vehicles on order, with delivery expected in 2023. To prepare for their arrival, staff researched electric vehicle charging options for our future fleet vehicles as well as options for a public EV charger and a staff EV charger. A few District employees already have Battery Electric Vehicles (BEVs) or Plug-in Hybrid vehicles that they use on their commute to work, and others have indicated that they plan to purchase these types of vehicles soon.

Staff recommended to install three EV charging stations with two charging ports each providing the ability to charge six vehicles simultaneously at a Level 2 charging rate. One charger with two ports would be inside a building dedicated to the District's fleet vehicles, one charger (2 ports) would be in the staff parking lot and one charger (2 ports) in the public parking lot. The staff and public charger will be equipped to accept payment for charging from apps or by credit card.

The District met with representatives from Puget Sound Solar, who is a State bid vendor, to discuss our project and they provided an equipment-only proposal with a cost of \$23,550.00. This pricing includes one year of maintenance to cover any issues with the chargers, as well as vandalism. The SemaConnect chargers they recommend are on Washington State Master Contract 04016, and prices have dropped since the contract was initially established, which are reflected in the proposal we received.

Puget Sound Solar also provided an installation quote in the amount of \$18,442.80; however, staff recommends we perform the installation ourselves with material costs estimated at \$4,000.

Upon completion, the District would be eligible for a \$1000 per-port rebate from Snohomish County PUD, for a total rebate of \$6000.

With respect to charging costs for public or employee use, the District's cost for electricity from Snohomish County PUD is \$0.0896/kWh, with rates scheduled to decrease to \$0.0885/kWh starting January 1, 2023. Staff recommended setting the charging cost for the public and staff chargers at one of the three rates:

- \$0.09/kWh – Recover District's cost for electricity, rounded up to the nearest penny
- \$0.10/kWh – Recover District's cost for electricity, rounding up and building in a small buffer for future increases by Snohomish County PUD
- Up to \$0.20/kWh – Recover District's cost for electricity and some of the District's other costs (maintenance agreement and equipment cost)

Pricing set by other agencies varies widely, with some providing EV charging for free (King County's Brightwater Plant), and some charging \$0.20/kWh (City of Seattle). Staff recommended charging a rate (vs. free) for the increased cost to the District (electricity consumed and maintenance agreement) and to avoid any potential gift of public funds concerns.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized the General Manager to purchase EV charging equipment from Puget Sound Solar in the amount of \$23,550.00 and provided guidance to staff to set the rate for public or employee use at \$.15/kWh, with the intent of recovering the cost of electricity and a portion of the future maintenance costs.

8.) STAFF REPORTS:

a.) District Engineer:

No further report.

a.) Finance Manager:

Mr. Nelson reported to the Board of Commissioners regarding the replacement of a water meter by the District staff over a weekend. The work was carried out seamlessly by a relatively new employee to the District and the various moving pieces associated with having recently transitioned to a new meter standard.

Mr. Nelson provided an update relaying that several customers have contacted the District regarding elevated consumption and higher bills. This year has been different than previous years in that warmer weather came later and has lasted longer than what is typical.

b.) O & M Manager:

No further report.

c.) Technical Services Manager:

Mr. Busch reported that the District's GIS Analyst has been in contact with her counterparts at the City of Everett to exchange up-to-date GIS information in the cross over service areas between the District and City following the water main break.

Mr. Busch reported that District staff has completed preliminary testing of the new Badger meters that have a valve which can be actuated remotely. It is anticipated that about twenty of these meters will be installed initially at properties that are frequently shut off for non-payment. The meter will allow the District to spend less time performing the turn-offs and subsequent turn-ons while still being responsive to the customer when payment is made. When the valve is in the closed position, the meter provides a very small amount of flow for basic needs and to maintain positive pressure in the customers system.

d.) Attorney:

No further report.

e.) General Manager:

Mr. Brees reported that the District's client representative from Gallagher was here this week to provide an overview to staff of the VEBA program and the District's Dental, Life, AD&D and LTD Insurance programs. Staff is currently planning for open enrollment and reviewing the costs for coverage in 2023 from PEBB and the District's other insurance providers. Mr. Brees reported that Delta Dental has provided a renewal quote to maintain the District's current Dental Insurance program with a 2.86% premium increase. This dental plan has been very popular with the District's employees, due to the large in-plan network of providers, and the increase in premium is very modest in the current climate. Mr. Brees requested that the Board of Commissioners authorize him to sign the agreement with Delta Dental to provide dental coverage for the 2023.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized the General Manager to sign the Dental Care Service Contract for 2023 with Delta Dental.

Mr. Brees also reported that installation of the new carpet and delivery/installation of new office furniture is scheduled for the beginning of November. While vendors will perform the carpet demolition, carpet installation and furniture assembly, it will be a big undertaking for the District's staff to pack up offices and move existing furniture out of the way. Several other small improvements have been scheduled to coincide with the work, like repainting and replacing light fixtures.

This ends the Minutes of the October 13, 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 October 13, 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 October 27, 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 27th day of October 2022.

SILVER LAKE WATER AND SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON


~~Anne Backstrom, Secretary~~
Shauna Willner, VP