

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

January 26, 2023

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on January 26, 2023, beginning at 5:30 p.m. Attending in person were Commissioners Anne Backstrom, John Warner, and Shauna Willner. Also present in person was General Manager Curt Brees, District Engineer Scott Smith, O&M Manager Ron Berger, and Technical Services Manager James Busch. Eric Delfel with Gray & Osborne, Inc., and Curtis Chambers with Inslee, Best, Doezie & Ryder P.S., Attorney for the District, attended by via teams meeting. The public was provided access to participate both in-person or 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 Willner called the meeting to order at 5:30 p.m.

**2.) APPROVAL OF MINUTES:**

The Minutes of the regular meeting of January 12, 2023, 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.) 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, Vouchers (Check No. 19217 – 19275) in the amount of \$1,574,758.32; Revolving Fund Checks (Check No. 8914 – 8937) in the amount of \$63,130.99, were unanimously approved and signed as follows:

<b>Fund</b>	<b>Amount</b>
Water Maintenance	\$73,929.26
Water Capital Improvement	17,455.21
Sewer Maintenance	1,427,298.01
Sewer Capital Improvement	56,075.84
Revolving Check Fund	63,130.99
<b>Total</b>	<b>\$1,637,889.31</b>

**5.) DEVELOPMENT PROJECTS:**

**a.) Staff Report – Bird Watson Townhome DE**

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Bird Watson Townhome DE.

The proposed 78-unit townhome development is located south of East Lowell Larimer Road in the Cross Valley Water District service area. The new townhomes are in two clusters on the west side of 77<sup>th</sup> Avenue SE with a wetland in between. Cross Valley will provide water service to the development, and Silver Lake will provide sewer service in accordance with the existing ILA.

A new 8-inch sewer main will be constructed to flow from south to north along the new interior roadway with individual connections to each unit. From 77<sup>th</sup> Avenue SE, approximately 1,400 feet of new sewer main will need to be installed in East Lowell Larimer Road (SR 96) to connect to the new regional Brasswood Lift Station.

In addition to working around the 42-inch Clearview Water Supply Agency transmission main, this work will require utility approval from WSDOT, which will likely be a permitting challenge.

Staff requested the Board of Commissioners accept the Developer Extension Agreement for the Bird Watson Townhome project.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized the General Manager to approve the Developer Extension Agreement for the Bird Watson Townhome project.

**b.) Staff Report – Tambark 2 DE**

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Tambark 2 DE.

The development parcel is located off 35<sup>th</sup> Avenue SE, but the proposed 15-unit Tambark 2 project will take access from 35<sup>th</sup> Drive SE in the adjacent Westbrook Run neighborhood. The parcel is currently vacant but was previously on a well and septic, which will be removed and decommissioned if not done already.

There is an existing 6-inch water main on the north side of the parcel in the 35<sup>th</sup> Drive SE roadway. To achieve the required fire flow, the existing offsite 6-inch water main in Westbrook Run will need to be replaced and upsized to an 8-inch pipe. A new 8-inch water main with a new fire hydrant will be run along the new internal road to the southern property line, with meters provided to each unit.

There is also an existing sewer main and manhole on the north side of the parcel in 35<sup>th</sup> Drive SE. A new 8-inch sewer main will connect to the manhole and run along the new internal road to the southern property line. This will provide gravity service with individual connections to each unit, and end with a manhole.

This development is also in the AWWD Sewer Basin area, so they will be required to pay the King County Capacity Charge for each unit when they connect to the District's sewer system.

Staff requested the Board of Commissioners accept the Developer Extension Agreement for the Tambark 2 project.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized the General Manager to approve the Developer Extension Agreement for the Tambark 2 project.

**6.) MAINTENANCE & OPERATION REPORTS:**

**a.) Staff Report – Pace On-call Consultant Contract**

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Pace On-call Consultant Contract.

After going through a Request for Qualifications (RFQ) process in Spring 2021, the Board approved three On-Call Consultant Contracts on August 12, 2021, with the consulting firms of Gray & Osborne, KPG (now KPG-Psomas), and Murraysmith (now Consor). PACE Engineers, Inc. also interviewed during the RFQ process and did well, as they did in RFQs for several capital projects, but were not selected in the end.

PACE is the design engineer of record on the District's three new development lift stations at the Brasswood, Bakerview, and Cathcart Crossing projects. They adapted well to the District's evolving design requirements and are now the design experts for new smaller lift stations (DE lift stations). In addition, PACE did the design of an offsite water main replacement project as part of the Highland Park Townhome development next to Lift Station No. 3. This was originally planned to be a developer participation project but may end up being a separate small works project or combined with other cast iron pipe replacement work.

District staff proposed a new On-Call Consultant Contract with PACE to address two specific project needs, with at least one more potentially in the future. The first task would be for submittal review as the engineer of record on the Bakerview Lift station. This is typically done through the developer, but they have cut ties with PACE, and do not have a legal mechanism to continue the required work. By contracting through the District, PACE can complete the required reviews, and costs will still be passed through to the Bakerview developer as part of the typical DE process.

The second major work item is updating the District's Lift Station Standards. Staff has revised the format and created an outline of major categories (i.e., site/design requirements, generators, vaults, pumps, etc.) with some specific items to be addressed. However, some outside expertise is needed to expand on the technical language for the language in the standards. As the designer of the three most recent DE lift stations, PACE is the best qualified for this work. The third potential work item could be to turn the offsite water main design for the Highland Park development into a bid package for a future District project.

The format of the On-call Consultant Contract is based on task orders with a defined scope and fee for each task, under a total not-to-exceed (NTE) contract amount of \$100,000. With this contract, costs associated with development projects will be



reimbursed by the developer. The contract will have an initial two-year term with up to two one-year extensions. Task orders will be prepared for the first two identified tasks for Bakerview Lift Station submittal review and updates to the District's Lift Station Standards. The template for the On-call Consultant Contract will be amended to include a new section to address a PERS requirement concerning consultants that retired from service with a public agency according to certain retirement rules.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved and authorized the General Manager to execute the consultant contract with PACE Engineers, Inc., for On-Call Engineering Support Services.

**b.) Staff Report – Remote Work Policy & Attachments**

Mr. Brees provided a Staff report to the Board of Commissioners regarding the Remote Work Policy & Attachments.

At the October 27, 2022, Board of Commissioners meeting, development of a Remote Work Policy was discussed. As a part of the District's emergency measures to the Covid Pandemic, District employees were permitted, and at times encouraged, to work up to 50% of their schedule remotely. For the most part, Administrative staff worked remotely; however, upon occasion field crews also worked remotely on tasks such as training or in circumstances where it was recommended that they quarantine.

Remote work, together with other actions, effectively minimized the spread of Covid in the District's workplace and productivity by the District's employees has remained high. However, the District and State Declarations of Emergency ended in October, and it was determined to be desirable to continue to allow remote work on a limited basis. Staff prepared a Remote Work Policy draft, which was reviewed with the Board of Commissioners at the January 12, 2023, Board of Commissioners meeting. The policy's objectives are to establish limits and guidelines that ensure equity, productivity, and adherence to the District's other policies and procedures when working remotely.

Since the last meeting, the draft policy has been reviewed by the District's Attorney specializing in human resource issues, and minor updates have been made. In addition, the request/agreement form is now marked as a sample form as an electronic forms process will be developed for use.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners adopted the Remote Work Policy, and the supporting Technical Services Requirements for Remote Work.

**c.) 2023 Conference & Training Schedule**

Mr. Brees provided an update to the Board of Commissioners regarding the 2023 Conference & Training Schedule for Commissioners and District staff. The list is prepared annually to included conferences, travel, and training that is anticipated to cost the District more than \$1,000.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the 2023 Conference & Training Schedule.

**d.) Staff Report – Website & Logo Update**

Mr. Busch provided an update to the Board of Commissioners regarding the Website Redesign project and possible Logo Update.

The District's current website was designed and published in 2019 and has done an excellent job of providing relevant and important information to customers. However, staff recognized the need for an updated design and additional capabilities, such as dynamic resizing to provide a better viewing experience when using a tablet or cell phone.

Relaena Sindelar, Sindelar Communications & Marketing, has been tasked to redesign the District's website with input from staff and the Board of Commissioners. Relaena provides other services for the District, including our semi-annual Newsletter and provides web design services for many of her other clients including other Districts. While designing a new website, several items are reviewed such as layout, graphics, logos, and color schemes. The launch of a new website is a good time to consider changes to these elements.

Staff is seeking direction from the Board regarding the District's logo, specifically should we:

1. Retain current design and only clarify colors for consistency.
2. Make minor changes to the existing logo design, to update and clarify elements.
3. Complete redesign.

The District's logo and associated color scheme is used in numerous places throughout the District: Business cards, envelopes, letter head, signs at all District locations, vehicles, website, etc. Performing a complete redesign of the District logo would most likely require updating all of these in a timely manner and result in significant cost. However, if only minor changes are made, they could be updated slowly over time – for example: as new vehicles are purchased, they would utilize the new logo, but existing equipment would not need to be updated. Also, we could continue to use existing envelopes and business cards and utilize the new logo when replacements are ordered.

The Board reviewed draft website and logo samples and provided staff with feedback and direction to retain the District's current logo.

Following the discussion on the logo, Mr. Busch shared some sample images of the new website in development.

**7.) INTERAGENCY REPORTS:**

**a) Staff Report – Snohomish County Comp Plans & Attachments**

Mr. Brees provided a Staff report to the Board of Commissioners regarding the Snohomish County Comp Plans & Attachments.



Snohomish County and other municipalities in Washington that are responsible for land use are required to adopt a new Comprehensive Plan every 8-10 years. The Comprehensive Plan acts as the blueprint for land use and development in the County, forecasting out for the next twenty years. The County last updated its Comprehensive Plan in 2015 and the update to the plan is due by December of 2024. The County's 2015 Comprehensive Plan is the primary input to the District's population and growth projections in the adopted Water and Wastewater Comprehensive plans.

Snohomish County is conducting significant public outreach in the planning process and project staff from the County met with the General Manager and District Engineer to review projections for growth and potential land use changes in the District's service area in December. County staff also sought input from the District on issues pertaining to water and wastewater services that may impact growth or planning assumptions. District staff shared the potential impact from DOE's nutrient discharge rulemaking and the challenge providing sewer service or adequate fire flow to existing residential areas up zoned for denser development.

The most impactful element of the plan that the County is considering is the growth target. Three targets have been established, (1) Lower Growth, continue current growth trajectory as planned in prior updates, (2) Medium Growth, encourage development near transit and increase density in current UGA areas, and minor UGA adjustments, (3) Higher Growth, higher density in existing UGA and near transit, plus more UGA expansions considered. The Medium Growth scenario (2) is intended to represent the changes required to meet the Vision 2050 Regional Growth Strategy (this is an outlook for the region prepared by the Puget Sound Regional Council (PSRC)).

In the meeting with District staff, the County provided a Table estimating growth in (POP) population, (HH) number of households and (EMP) employment between 2019 and 2044 under each of the growth targets.

Mr. Brees and Mr. Smith reviewed some of the proposed changes to land use, UGA expansion, and overall growth projections for the District. No action was taken by the Board of Commissioners.

## **8.) STAFF REPORTS:**

### **a.) District Engineer:**

No further report.

### **b.) O & M Manager:**

Mr. Berger provided a report on a water main break that was repaired on January 17<sup>th</sup> on 9<sup>th</sup> Drive SE. Mr. Berger shared a timeline of the event, photos, and video documenting the repairs by the District's crew. There were no damages to private property associated with this main break as the main is in a landscaped portion of the right-of-way.

c.) **Technical Services Manager:**

No further report.

d.) **Attorney:**

No further report.

e.) **General Manager:**

Mr. Brees reported that he had recently attended Board meetings for both WCIA and WASWD. At both meetings, the current legislative session was a major topic. With respect to WCIA, liability exposure for public agencies has been increasing, due to the courts and legislative changes. For WASWD, there are some efforts underway to make positive changes for Districts such as more stable funding for the Public Works Board and changes to Public Work Bid limits and regulations.

Mr. Brees shared that he will not be at the next meeting, due to a conflicting appointment that was scheduled several months ago.

**This ends the Minutes of the January 26, 2023, 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 January 26, 2023, 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 9, 2023, 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 9<sup>th</sup> day of February 2023.

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

  
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**Anne Backstrom, Commissioner**