

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

August 10, 2023

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on August 10, 2023, beginning at 5:30 p.m. Attending in person were Commissioners John Warner and Shauna Willner. Also present in person were General Manager Curt Brees, District Engineer Scott Smith, Eric Delfel with Gray & Osborne, Inc., and Curtis Chambers with Inslee, Best, Doezie & Ryder P.S., Attorney for the District, attended via Teams meeting. 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 Willner called the meeting to order at 5:30 p.m.

2.) APPROVAL OF MINUTES:

The Minutes of the regular meeting of July 27, 2023, were unanimously approved by the Board as circulated.

3.) PUBLIC COMMENT:

No member 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. 20055 - 20136) in the amount of \$737,088.54; Revolving Fund Checks (Check No. 9202 - 9222) in the amount of \$221,487.95, were unanimously approved by the Board and signed as follows:

Fund	Amount
Water Maintenance	\$77,619.04
Water Capital Improvement	15,224.67
Sewer Maintenance	12,447.00
Sewer Capital Improvement	631,797.83
Revolving Check Fund	221,487.95
Total	\$958,576.49

5.) DEVELOPMENT PROJECTS:

a.) Staff Report – Fahim SFDU DEA

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Fahim Single Family Dwelling Units (SFDU) DEA.

The six-lot development is located at 3026 116th Street SE and was an approved DE in 2019. However, the project did not move forward and expired, then had to start the development process over again. The parcel has one existing Single-Family Residence (SFR), which will remain, and has an existing water service and sewer connection. Five new detached SFR's will be constructed south of the existing house.

There is an existing 12-inch water main on the north side of 116th Street SE, and a new 8-inch main will be tapped and run into the development for a new fire hydrant. After the hydrant, a new 6-inch water main will be installed in the private drive aisle with individual meters for each lot. The existing water meter may also need to be relocated to a new location.

There is also an existing District sewer main in 116th Street SE, as well as a deep City of Everett collector main. A saddle manhole will be installed on the District's sewer main, and a new 8-inch pipe installed in the private drive aisle with individual gravity connections to each lot.

Commissioner Warner inquired about the potential placement of a temporary air vacuum relief valve to be used during construction to fill and test the new main. Mr. Smith indicated that he would confirm how this would occur with the District's construction inspector.

Staff requested the Board of Commissioners accept the Developer Extension Agreement for the Fahim SFDU project.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the Developer Extension Agreement for the Fahim SFDU project.

b.) Staff Report – Standard Detail Corrections

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Standard Detail Corrections.

On November 22, 2022, the Board approved Resolution No. 835 to update Articles II, III, and V for Water, Sewer, and Cross Connection Control, respectively, along with the associated details in Article VI. The District Standards and Details are available online in Chapter 6.20 of the District Code.

As part of the Resolution, the General Manager was authorized to administratively approve future minor changes that do not affect the intent or substantial content of the Standards. On February 9, 2023, several minor changes were presented to the Board, primarily revisions to some Standard Details.

In the past six months, additional corrections have been made to five Standard Details. These include:

- **Detail G6** – Corrected WSDOT reference in Note 3.
- **Detail CC6** – Updated the detail title, clarified use of pipe support, slab sleeves, and ball valve clearance dimension.
- **Detail S5** – Updated supplier in Note 5.
- **Detail S18** – Corrected reference to another detail.
- **Detail S23B** – Updated meter box model information.

The Commissioners reviewed and concurred with the minor changes that have been administratively made to the District's Standard Details.

6.) CAPITAL IMPROVEMENT PROJECTS:

a.) Staff Report - Thomas Lake Lift Station Replacement – Pay Estimate No. 15

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Thomas Lake Lift Station Replacement and Pay Estimate No. 15.

The District awarded the contract for 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, and Change Order No. 2 in the amount of \$16,119.60 was approved by the Board on December 8, 2022. Pay estimates will be approved by the Board monthly as needed.

In the month of July, the primary activity was assessing the condition of the old wet well. After removing the existing lift station and piping inside the old wet well, it was determined that the existing concrete was in very poor condition. It was shotblasted down to sound material but lost a significant amount of concrete in the process. A thicker liner material will be needed to rehabilitate the interior of the structure, which will be a future change order item. In addition, the final piping items were installed on the site, the concrete slab for the generator was poured, and the fuel tank slab was formed up at the end of the month.

Work included in Pay Estimate No. 15 for the month of July primarily consisted of percentages of the Lift Station Replacement and erosion control sum bid items, with some additional crushed rock.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 15 in the amount of \$20,293.99.

b.) Staff Report – Lift Station No. 3 Force Main Replacement

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Lift Station No. 3 Force Main Replacement.

The District awarded contract for the Lift Station No. 3 Force Main Replacement Project, in the amount of \$2,131,357.15, to Shoreline Construction Company on April 11, 2023. Pay estimates will be approved by the Board monthly as needed. There are two schedules of work on this project, with Schedule A for the work in the 134th Place SE/132nd Street SE roadway, and Schedule B for the work onsite. The two schedules also have different completion timelines.

A significant amount of extra potholing work was required to locate the existing District force mains, as well as third party utilities. The resulting change in alignment of the new force main, due to utility conflicts, required several additional locate stations, which will be paid as a “per each” unit price item.

On July 6, 2023, the contractor accidentally hit the existing 12-inch force main, which was due to lack of accurate locates. This resulted in an emergency repair by District crews, along with extra work by the contractor. Finally, the realignment of the force main in the onsite driveway, due to utility conflicts, resulted in a change in the location and depth of the new meter vault, which needs a taller lid.

The total cost of the extra change order work to date is \$92,087.54, which is available in the project contingency fund. It should also be noted that the quantities of some unit price bid items, such as crushed rock and asphalt, will likely be higher than originally expected, due to the extra work. Mr. Delfel reported that he estimated the cumulative effect of both the change order and increased quantities paid for by a unit price, and the net effect is less than five percent of the contract amount and within the established project contingency.

In July, work continued on the new 12” HDPE force main in the 134th Place SE roadway, and installation of the new pipe was completed on July 19, 2023. The new force main was successfully pressure tested on July 21, 2023, new valves were installed at the crossover point, and discharge flow was sent through the new pipe on July 26, 2023. The station has operated well with discharge through both force mains.

Roadway patching continued through the end of the month, and the contractor will start to switch to Schedule B work inside the lift station, which will require a full bypass setup. Work on the electrical and interior mechanical items should begin in mid-August.

Pay Estimate No. 3 mainly consists of multiple pay items on Schedule A associated with pipe installation to date, along with three items in Charge Order No. 1.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Change Order No. 1 in the amount of \$92,087.54.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 3 in the amount of \$556,451.81.

c.) **Staff Report – Lift Station No. 4 Generator Replacement – Pay Estimate No. 4**

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Lift Station No. 4 Generator Replacement and Pay Estimate No. 4.

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. Project work was delayed for over a year, pending delivery of the new generator. Three payments for materials on hand were previously approved by the Board, and further pay estimates will be approved monthly as needed.

A Pre-construction meeting was held on July 10, 2023. Colvico mobilized onsite to start construction work on July 18, 2023. Work for the remainder of the month consisted of installing silt fence for erosion control, saw cutting for new conduit trenching, and delivery of the temporary backup generator. Further progress was pending locates for existing communication lines onsite before digging.

Pay Estimate No. 4 consists of a percentage of the initial mobilization and erosion control installation.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 4 in the amount of \$11,050.00.

d.) **Staff Report – 2022 Valve and Manhole Adjustments – Retainage Release**

Mr. Smith provided a Staff report to the Board of Commissioners regarding the 2022 Valve and Manhole Adjustments and Retainage Release.

The District awarded the 2022 Valve and Manhole Adjustments Project, in the amount of \$297,020.66, to Quilceda Excavation, Inc. on April 28, 2022. The scope of work consisted of approximately 70 valve and manhole adjustment sites at 20 locations around the District, which involves five different sales tax rates. The scope also includes two associated asphalt patch repair sites, along with utility adjustment work along 132nd Street SE that was deferred from the 2021 Unit Price Paving Contract.

Work began on June 23, 2022, and most of the initial work through early August was on 132nd Street SE. Pay Estimate No. 1 was approved by the Board on July 28, 2022, and the project was deemed substantially complete on October 15, 2022. Physical Completion was granted on December 9, 2022, and the total project cost was \$243,191.28.

After the final prevailing wage paperwork was completed by the contractor and their sub-contractors, District staff sent the project Notice of Completion to the State Departments of Revenue, Employment Security, and L&I on March 20, 2023. All three release letters have been received from the state agencies, and the contractor's 5% retainage in the amount of \$11,026.93 can be released.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 4 for retainage release in the amount of \$11,026.93.

e.) **Staff Report – On-call Consultant Contract Renewals**

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

On August 12, 2021, the Board approved three On-call consultant contracts with G&O, KPG, and Murraysmith (now Consor). A fourth On-call contract was approved with PACE Engineers on January 26, 2023. All of the contracts have an initial two-year term with up to two one-year extensions. The District has used all four contracts over the past two years on various projects, and the consultants have all performed satisfactorily.

Since the initial term was about to expire on the first three On-call contracts, District staff has extended the term of all three contracts for one additional year, in accordance with the contract provisions. Those contracts may be extended for one more year in August 2024, after which another consultant selection process will be necessary per RCW 39.80.

7.) **STAFF REPORTS**

a.) **District Engineer**

No further report.

b.) **Attorney**

No further report.

c.) **General Manager**

Mr. Brees reported that the District's newsletter has been finalized and has been sent out for printing and mailing. The location of the digital copy on the District's website was displayed and the articles were reviewed.

Mr. Brees shared two recent notices that he has received related to the 2024 Rates, the rates for sewage disposal (Alderwood Basin) and liability insurance. The Sewage Disposal Rate, which is a significant District expenditure, will increase by six percent. Liability insurance will be increasing by more than thirty percent, reflecting changes in law and recent court decisions which are impacting the cost to maintain liability insurance as a public entity.

Mr. Brees reported that the open position for an apprenticeship was offered to one of the District's current seasonal maintenance employees following interviews conducted this week.

This ends the Minutes of the August 10, 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

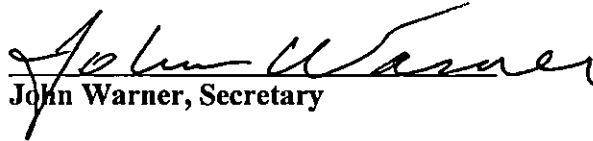
I, the undersigned, Secretary of the Board Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

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 August 10, 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 August 24, 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 24th day of August 2023.

SILVER LAKE WATER AND SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON


John Warner, Secretary