

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

September 14, 2023

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on September 14, 2023, beginning at 5:30 p.m. Attending in person were Commissioners Anne Backstrom, John Warner, and Shauna Willner. Also present in person were General Manager Curt Brees, District Engineer Scott Smith, and Finance Manager Brad Nelson. 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 August 24, 2023, 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. 20193 - 20261) in the amount of \$1,419,004.73; Revolving Fund Checks (Check No. 9231 - 9257) in the amount of \$169,370.88, were unanimously approved by the Board and signed as follows:

Fund	Amount
Water Maintenance	\$64,536.50
Water Capital Improvement	40.41
Sewer Maintenance	693,489.59
Sewer Capital Improvement	660,938.23
Revolving Check Fund	169,370.88
Total	\$1,588,375.61

5.) CAPITAL IMPROVEMENT PROJECTS:

a.) Staff Report - Thomas Lake Lift Station Replacement

Mr. Smith provided a Staff report and photos to the Board of Commissioners regarding the Thomas Lake Lift Station Replacement project and Pay Estimate No. 16.

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 August, the primary activity was recoating the inside of the old wet well, which will act as extra storage and a surge tank. Due to the deteriorated condition, the inside was shotblasted down to sound material, but lost a significant amount of concrete was removed in the process. A thicker liner material was applied to rebuild the structure wall. This additional blasting and coatings work is being carried out as force account work and will be a future change order item.

In addition, the concrete slab for the fuel tank slab was poured on August 10, 2023, and the new fuel tank was installed with surrounding bollards. The manual transfer switch for the generator was installed on August 23, 2023, roofing was installed on the new generator canopy, and final grading and finish work is underway. Site paving work occurred earlier this week.

Work included in Pay Estimate No. 16, for the month of July, primarily consisted of percentages of the Lift Station Replacement and Electrical lump sum items, along with some crushed rock.

Staff requested the Board approve Pay Estimate No. 16 in the amount of \$70,042.69.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 16 in the amount of \$70,042.69.

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

Mr. Smith provided a Staff report and photos to the Board of Commissioners regarding the Lift Station No. 3 Force Main Replacement project and Pay Estimate No. 4. Mr. Smith also provided a verbal update of recent activities at the site to remediate damage to electrical components and regarding a sewer overflow that occurred on Saturday September 9th.

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.

In August, the remaining roadway work for Schedule A was completed at the end of the month with the final grind and overlay. A full lane width was ground on August 24,

2023, and repaved on August 25, 2023. The concrete sidewalk and driveway in the work zone were replaced in mid-August.

Schedule B work started onsite and inside the lift station, including the installation of a full bypass setup on August 17, 2023. Once the flow was diverted, the existing wet well was cleaned and recoated inside, the inside of the dry well was shotblasted and repainted, and the refurbished pumps were reinstalled. Electrical work also continued for the installation of new flow meters on each discharge force main.

Pay Estimate No. 4 primarily consists of the traffic and erosion control, paving, and concrete items on Schedule A, along with several bypass, rehabilitation, and electrical items and on Schedule B.

Mr. Smith provided a verbal update to the Board of Commissioners concerning damages to electrical equipment and wiring in the drywell resulting from sandblasting with inadequate preparation. Last Thursday it was discovered that a significant amount of sand blasting debris was in the electrical cabinets and wiring that should have been protected from dust and debris prior to the work. Without significant cleaning or replacement of components, it is likely that equipment would fail or be hazardous to personnel. The equipment and wiring were inspected by Electrical Engineers and a remedial cleaning plan was developed. The contractor is responsible for this work and is actively working to complete it and get the station restarted as soon as possible.

Mr. Smith next provided an update on a sewer flow that occurred at the project site on Saturday September 9th. One of the discharge hoses from a bypass pump ruptured in the early hours of the morning. The system also failed to alarm its condition. District staff were dispatched to the site around 7:45 a.m., when a passerby called in to the District's answering service. The spill was quickly ended by restarting the other bypass pump and valving off the one with the ruptured discharge hose. The contractor's crews arrived shortly thereafter and began cleaning up the sewer spill.

Later in the week the Contractor had completed enough of the cleaning and equipment replacement to restart the station and end the bypass pumping.

Staff requested the Board to approve Pay Estimate No. 4 in the amount of \$360,758.19 for work completed in August, prior to the incidents which were reported on.

Following discussion, by motion passed, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 4, in the amount of \$360,758.19, for the Lift Station No. 3 Force Main project.

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

Mr. Smith provided a Staff report and photos to the Board of Commissioners regarding the Lift Station No. 4 Generator Replacement project and Pay Estimate No. 5.

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. Pay Estimates will be approved monthly as needed.

Site work progressed during the month of August, and the transfer switch was temporarily relocated from the generator enclosure to the exterior electrical rack on August 15, 2023. The old enclosure, generator, and fuel tank were removed, and demolition of the concrete pads began at the end of the month.

Pay Estimate No. 5 consists of additional percentages of the mobilization and erosion control, along with the initial work on the generator and electrical items.

Staff requested the Board of Commissioners approve Pay Estimate No. 5, in the amount of \$48,586.85.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 5 in the amount of \$48,586.85.

d.) Staff Report – Pioneer Trails Lift Station Replacement

Mr. Smith provided a Staff report and photos to the Board of Commissioners regarding the Pioneer Trails Lift Station Replacement project and Pay Estimate No. 1.

The District awarded contract for the Pioneer Trails Lift Station Replacement Project, in the amount of \$3,783,639.34, to Faber Construction Corporation on June 8, 2023. Pay estimates will be approved by the Board monthly as needed.

The Pre-construction meeting was held on August 18, 2023, and Faber Construction began work onsite during the week of August 21, 2023. Tree removal with the associated clearing and grubbing occurred first, along with removal of the existing fence and some initial grading.

There is an HOA electrical control box on the outside of the fence, which is one of the first orders of work to relocate. The new wet well will be installed with a caisson construction method, similar to what was done at Thomas Lake, and drilling for the dewatering wells started in early September.

Pay Estimate No. 1 consists of percentages for the initial mobilization, traffic and erosion control, demolition, and tree removal.

Staff requested the Board of Commissioners approve Pay Estimate No. 1, in the amount of \$148,216.76.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 1 in the amount of \$148,216.76.

6.) MAINTENANCE & OPERATIONS REPORTS

a.) Update – Badger Meter Installations

Mr. Brees provided an update to the Board of Commissioners regarding the Badger Meter installations. Mr. Brees reported that as of September, almost 1,300 of the Badger meters have been installed and activated on the system. Installations are proceeding smoothly as the new meters are of good quality, are easy to install, and activation of the cellular endpoint is simplified compared to our old meter standard.

Mr. Brees reported on how the District's staff is utilizing the data to simplify operations. Some examples include, checking for leaks, metering hydrant use by construction contractors, and conducting final billing reads when a customer moves out of a residence with a Badger meter. These tasks are now conducted remotely requiring less staff time. Customer engagement was also reported on, reviewing letters sent to customers when the meters are first installed or when a possible leak is detected. Approximately twenty percent of the customers with Badger meters have activated an Eye-on-Water account.

7.) STAFF REPORTS

a.) District Engineer

Mr. Smith reported that the Public Works Board had selected the District's 10th Drive SE Project for funding under the Public Works Assistance Account. Available to the District will be \$2,000,000, in the form of a low interest loan to help fund the water main replacement portions of the project.

b.) Finance Manager

Mr. Nelson provided an update to the Board on staff contacts with low-income customers who have been previously able to access assistance from the Low-Income Household Water Assistance Program. This temporary Federal Assistance Program will be ending soon, and it is expected that these customers will have difficulty resuming payments without assistance.

Mr. Nelson reported on a customer comment requesting that the District apply leak adjustments to more than one billing cycle or to the period where the leak was greater. In this customer's case, the consumption was higher in the September billing period compared to the July billing. The leak adjustment was calculated based on the July billing period, the period in which the leak was identified which consistent with the adopted policy.

c.) Attorney

Mr. Chambers reported that in the case of the City of Tacoma, et al vs. Department of Ecology, the Appellate Court ruled against the Department of Ecology. This case was pertaining to the new nutrient discharge permit requirements that the Department of Ecology had adopted without following a formal rule making process. The nutrient discharge requirements will require improvements at wastewater treatment plants at considerable expense. The Department of Ecology will now be required to undertake a new rulemaking process to implement these changes allowing for more review, public notice, and the opportunity to incorporate better science in the discharge standards.

d.) General Manager

Mr. Brees reported that the PEBB Program rates have been published for 2024. For this next year, the rate increase for the most selected health plan (UMP) is increasing modestly, approximately 3%.

Mr. Brees shared a copy of a press release issued by the City of Everett regarding a helicopter crash in the Spada Lake watershed. Steps are being taken to ensure no spill flows from the crash site to the drinking water reservoir.

This ends the Minutes of the September 14, 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

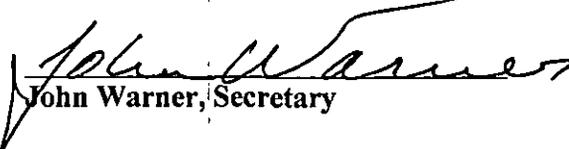
I, the undersigned, Secretary of the Board Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

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 September 14, 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 September 28, 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 th 28 day of September 2023.

SILVER LAKE WATER AND SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON


John Warner, Secretary