

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

October 12, 2023

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on October 12, 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 O&M Manager Ron Berger. Eric Delfel with Gray & Osborne, Inc. and Curtis Chambers with Inslee, Best, Doezie & Ryder P.S., Attorney for the District, attended via Teams meeting. James Kennedy with Steep Steel joined via Teams meeting at approximately 6:00 p.m. 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 September 28, 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. 20323 – 20364) in the amount of \$764,892.77; Revolving Fund Checks (Check No. 9280 - 9301) in the amount of \$167,134.84, were unanimously approved by the Board and signed as follows:

Fund	Amount
Water Maintenance	\$41,187.61
Water Capital Improvement	2,405.56
Sewer Maintenance	717,621.54
Sewer Capital Improvement	3,678.06
Revolving Check Fund	167,134.84
<b>Total</b>	<b>\$932,027.61</b>

**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. 17.

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.

Final grading was completed after the Labor Day holiday, and the site was paved on September 11, 2023. New fencing was installed toward the end of the month, and site restoration and demobilization began.

The project was deemed substantially complete on September 26, 2023, and a punch list walkthrough was completed on October 5, 2023. A final change order is being tabulated for the rehabilitation of the old wet well, to account for additional concrete rehabilitation and coatings work.

Pay Estimate No. 17 primarily consists of percentages of the Lift Station Replacement, minor changes, and Erosion Control items, along with the bid items associated with the restoration, paving, and fencing work.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 17 in the amount of \$87,441.93.

**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 project and Pay Estimate No. 5.

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. Change Order No. 1, in the amount of \$92,087.54, was approved by the Board on August 10, 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.

The project was on a good path to completion until September 7, 2023. At that point, it was discovered that when the sandblasting had been done in the dry pit prior to painting, the electrical equipment had not been properly protected and was contaminated with dust, grit, debris, etc. This was a potentially catastrophic life – safety condition and resulted in a prolonged shutdown to clean and replace equipment.

In addition, over the weekend of September 9, 2023, a discharge hose on the bypass pumps failed and flooded the site with raw sewage. District crews responded to the incident but were unable to prevent an overflow to a landscape area along North Snohomish Cascade Drive. The spill was reported to the State Department of Ecology as required. The

Contractor completed the remediation of the spill by cleaning all solids from the impacted areas.

Cleanup of the electrical system is ongoing but nearly finished. The lift station was returned to normal District pumping operations during the week of September 18, 2023. The flow meters were calibrated by the manufacturer and the temporary bypass pumps were taken off site during the last week in September. Minor items remain to be completed, but the project is finally nearing the punch list stage.

Pay Estimate No. 5 mainly consists of roadway striping items in Schedule A, with multiple pay items on Schedule B. The painted fog line and driveway paving quantities were significantly over the original estimated amount, due to the restoration requirements after all the utility conflicts and changes.

Staff requested the Board to approve Pay Estimate No. 5 in the amount of \$267,949.46 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. 5, in the amount of \$267,949.46, for the Lift Station No. 3 Force Main project.

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

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Lift Station No. 4 Generator Replacement project and Pay Estimate No. 6.

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.

Demolition of the old generator and fuel tank pads began at the end of August, followed by excavation for the new concrete slab. A change in contractor personnel has slowed progress, but installation of electrical conduit under the slab is ongoing, as are some RFI's and submittals with the design engineer.

Pay Estimate No. 6 consists of initial percentages of the canopy bid item.

Staff requested the Board of Commissioners approve Pay Estimate No. 6, in the amount of \$21,216.00.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 6 in the amount of \$21,216.00.

**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. 2.

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 contractor began work onsite during the week of August 21, 2023, with the tree removal and associated clearing and grubbing. The primary work in September was preparation for the wet well installation by the caisson method, similar to what was done at the Thomas Lake Lift Station project.

The contractor began by installing four dewatering wells, then installed columns of sand and pea gravel to create a curtain around the perimeter of the wet well. The pre-cast concrete wet well sections will then be advanced by excavating from the inside of the structure. An initial 10-foot-deep excavation is being used to start the first wet well section, but the last week of the month was slowed by heavy rains.

Pay Estimate No. 2 consists of additional percentages of mobilization, traffic, and erosion control, along with the initial wet well and dewatering items. A small percentage of the electrical item is included for initial submittals on the control panel, as well as half of the relocation of the HOA electrical panel. Finally, the clearing and grubbing work should have been included in Pay Estimate No. 1 but was overlooked.

Staff requested the Board of Commissioners approve Pay Estimate No. 2, in the amount of \$419,460.14.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 2 in the amount of \$419,460.14.

**6.) MAINTENANCE & OPERATIONS REPORTS**

**a.) Staff Report – Updates to the District’s Safety Manual**

Mr. Berger provided a Staff report and Resolution No. 847 to the Board of Commissioners regarding Updates to the District’s Safety Manual.

Over the course of 2022 and 2023 a committee staff members met to update and revise the District’s Safety Manual. Along with District staff, an Archbright representative attended each meeting and assisted with the technical aspects of the updated manual. Archbright is the administrator of the WASWD L&I Retro Program that the District joined in 2022. Safety program support is a free service to the District as a member of the WASWD Retro Program. The last comprehensive update to the Safety Manual was completed in October of 2011.

The updated Safety Manual will be placed on the District’s Intranet site and available electronically to all staff. Mr. Berger displayed the Safety Manual, reviewing the contents and how to navigate the document.

Along with the Safety Manual update, the District will be forming a Safety Committee that will meet monthly to enhance the Safety program. Having a Safety Committee is an L&I requirement for employers with more than ten employees.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved and executed Resolution No. 847, adopting the updated District Safety Manual, amending Chapter 3.45 of the District's Code.

**b.) Staff Report – Equipment Purchase**

Mr. Berger provided a Staff report and Resolution No. 848 to the Board of Commissioners regarding the need to Purchase an Air Compressor.

Recently, the District's sole Air Compressor started leaking Diesel fuel from a hole in the fuel tank. This important piece of equipment was missed in the development of the District's Equipment Replacement Schedule which is reviewed each year as part of the financial planning process. As a result, the Air Compressor has not been scheduled for replacement despite being more than 25 years old.

District staff would like to purchase a new unit in addition to retain the existing one. The new unit will have more capabilities for primary use (daily project work and emergencies. The current unit is trailer equipped with the District's hole hog tools for boring under the roadways and will be retained for primarily this use and as a backup unit once it is repaired.

Currently, there is not a State Contract available for the new Doosan Portable Air Compressor purchase. However, Sourcewell (formally NJPA) Contract No. 135803 is available for use. Sourcewell is a national purchasing co-op that the District is a member of, and has been used for other purchases meeting the District's competitive bidding requirements.

Staff recommended using Sourcewell to meet its public bidding requirements and to procure the new Doosan Air Compressor for purchase in 2023. It is recommended that the unit be ordered immediately rather than waiting for the financial planning process which will soon begin.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved and executed Resolution No. 848, authorizing the purchase of a new Doosan Portable Air Compressor, at a cost of approximately \$41,389.08 from Pape Equipment, utilizing the Sourcewell (formally NJPA) Contract No. 135803 purchasing co-op.

**7.) STAFF REPORTS**

**a.) District Engineer**

No further report.

**b.) O&M Manager**

No further report.

c.) Attorney

No further report.

d.) General Manager

Mr. Brees reported that the District's field crews are scheduling work on the Lead Service Line Inventory one day per week, with a goal of completing ten inspections per week. Two inspection days have been completed so far, inspecting twenty-two service locations so far this month.

Mr. Brees next reported that District staff had met with the District's WCIA representative to complete the audit for 2023. The District's fleet operations were reviewed and minor recommendations to stay current with best practices were recommended.

The General Manager requested an Executive Session to discuss matters pursuant to RCW 42.30.110 (1) (c) and 42.30.110 (1) (g). A motion was made, seconded, and unanimously approved by the Board of Commissioners to convene to an Executive Session to discuss these matters. Before convening to the Executive Session at 6:00 p.m., Commissioner Willner advised that the Executive Session would be concluded at 6:30 p.m. The Executive Session concluded at 6:30 p.m. and the open public meeting reconvened.

**This ends the Minutes of the October 12, 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 October 12, 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 October 26, 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 26<sup>th</sup> day of October 2023.

SILVER LAKE WATER AND SEWER DISTRICT  
SNOHOMISH COUNTY, WASHINGTON

  
John Warner, Secretary