

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

December 14, 2023

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on December 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, O&M Manager Ron Berger, and Finance Manager Brad Nelson. 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 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 special meeting of November 21, 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. 20554 – 20625) in the amount of \$1,101,413.60; Revolving Fund Checks (Check No. 9358 - 9375) in the amount of \$232,876.53, were unanimously approved by the Board and signed as follows:

<b>Fund</b>	<b>Amount</b>
Water Maintenance	\$224,904.23
Water Capital Improvement	0.00
Sewer Maintenance	14,511.51
Sewer Capital Improvement	861,997.86
Revolving Check Fund	232,876.53
<b>Total</b>	<b>\$1,334,290.13</b>

**b.) Staff Report – Salary and Wage Table and Monthly Benefit Stipend -Resolution No. 849**

Mr. Nelson provided a Staff report to the Board of Commissioners regarding the Salary and Wage Table and Monthly Benefit Stipend and Resolution No. 849, Amending Salary Ranges and VEBA Stipend Amount.

The Board of Commissioners annually adjusts District Salary and Wage Table to reflect the change in the CPI-W and changes in cost to provide for employee benefits annually by resolution. On October 26, 2023, the Board of Commissioners discussed the 2024 Salary and Wage Report and directed staff to prepare a resolution to increase the monthly benefit stipend by \$75.00 to address the increased cost of employee benefits. The monthly stipend for medical, dental, vision, and HRA Contributions would increase from \$2,525 to \$2,600 per month.

On November 21, 2023, the Board of Commissioners discussed the 2024 Salary and Wage report and directed staff to provide a 2024 Cost of Living Adjustment based on the October 2022 - October 2023 CPI-W for the Seattle Metropolitan area which is 4.408%. In enacting this change, the 2024 Salary Table's ranges are adjusted by the same CPI-W factor of 4.408%. The General Manager is also recommending the change in the title of the Utility Maintenance Worker position to the Utility Maintenance Worker/Apprentice, to designate these titles are one in the same.

A Tables was provided to the Board of Commissioners that outlined the historical monthly stipend amounts from 2010 and the total costs of medical, dental, vision and HRA contributions, less GASB – 75 OPEB adjustments. The data reflects the relative stability of the monthly stipend and savings the District received starting in 2017 when it enrolled in PEBB, which is more significant than the Table suggests, since the number of eligible employees has increased from 29 in 2017 to 35 in 2023.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners adopted and executed Resolution No. 849, Amending Chapter 3.13, entitled Employee Classifications and Salary Ranges of the District Code; Amending Chapter 3.25.010 entitled Health Insurance of the District Code; and authorized the General Manager to apply the monthly stipend amount, insurance rates, and coverage plans, authorized by Resolution No. 849 with the District's regular December 2023 Payroll Process, employee and vendor payment checks issued on December 29, 2023, to provide payment to insurance providers effective January 2, 2024.

**5.) CAPITAL IMPROVEMENT PROJECTS:**

**a.) Staff Report – Pioneer Trails Lift Station Replacement Project**

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. 4.

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 continues to move forward on the project at a fast pace. Coating of the new wet well and subsequent inspection was completed at the beginning of the month, and work began on the discharge piping from the pump bases up and out of the wet well. The underground piping was installed from the wet well through the valve vault to the meter vault, along with the bypass pumping port.

The PUD installed a new electrical transformer on November 22, 2023, which was needed to complete the HOA irrigation and lighting control panel, relocated by the District's work. After the pipes were pressure tested, backfilling and compaction work began to bring the site up to grade. The vault lids were delivered on December 4, 2023, and installation of electrical conduit and other piping (i.e., storm and odor control) are underway.

Pay Estimate No. 4 consists of additional amounts of the traffic and erosion control, dewatering, wet well and vault items, along with the initial force main piping. Some minor change items are also in the pay estimate, which includes a change to the control panel for better IT access, two extra mixing valves on the pumps, and coating the interior of the vaults that was missed in the specifications.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 4 in the amount of \$399,656.86.

**b.) 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. 7.

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, awaiting delivery of the new generator. Pay estimates will be approved monthly as needed.

Work has been progressing on the project over the last two months, albeit slowly. The new concrete slab was formed and poured on October 19, 2023, followed by the housekeeping pads for the new generator and main control panel. The generator was delivered to the site on November 7, 2023, which allowed the contractor to begin assembly of the canopy structure. Installation of the electrical components is underway.

Pay Estimate No. 7 consists of additional percentages of the erosion control, canopy, generator, and electrical bid items, minus the Material on Hand amounts that have already been paid.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 7, in the amount of \$116,540.81.

c.) **Staff Report – Woodlands East Lift Station**

Mr. Smith provided a Staff report to the Board of Commissioners regarding Woodlands East Lift Station and KPG Task Order No. 5. Woodlands East Lift Station is a small facility with a capacity of 300 gpm that was built in 1977 and rehabilitated in 2005. It serves a local neighborhood basin and receives flow from the Woodlands North Lift Station before pumping over to Lift Station No. 4. The station sits on top of a steep unprotected slope, a picture of the cross section was provided to the Board of Commissioners, which previously had a settlement issue in 2015.

In October 2023, District maintenance staff noticed new cracks and settlement around the propane tank and fence at the top of the slope. An initial site visit was made on November 8, 2023, by the District and consultant staff from KPG-Psomas and Landau Associates, a geotechnical subconsultant. This is the same on-call consultant team that recently evaluated the slope stability issues at Lift Station No. 2.

After the site visit to Woodlands East and discussions with staff, the consultant recommendation was to perform two geotechnical borings to install a slope inclinometer and a groundwater monitoring well. It was imperative to install these items as soon as possible to monitor the slope movement and groundwater conditions during the winter, and scheduling the drill rig for early December was the critical path item.

On August 12, 2021, the Board approved an On-call Engineering contract with KPG-Psomas using a task order format. KPG-Psomas has prepared a scope of work and associated fee in the amount of \$50,565.50 for four geotechnical borings to install three slope inclinometers with soil sampling, a groundwater monitoring well, and collect data through April 2024. Most of the proposed cost is for the drilling work itself, with minor project administration and monitoring costs also included.

Another associated task order or contract will follow for the next phase of evaluation, slope analysis, and recommendations based on the data collected with this initial work. Based on the results, additional work on site is likely necessary to stabilize the slope, but the concept of potentially abandoning the lift station and routing all flow to Woodlands North will be explored as well.

Staff requested the Board ratify and confirm, by motion, Task Order No. 5 in the amount of \$50,565.50 with KPG-Psomas for two geotechnical borings with the installation of a slope inclinometer and monitoring well at the Woodlands East Lift Station. The task order was approved by the General Manager on December 1, 2023, to proceed, due to the schedule and weather dependencies of the proposed work.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners ratified and confirmed KPG Task Order No. 5.

**6.) MAINTENANCE & OPERATIONS REPORTS**

**a.) Staff Report – Review and Approve the 2024 Calendar**

Mr. Brees provided a 2024 Calendar to the Board of Commissioners for their discussion and approval.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved the 2024 Calendar, and for District staff to take two group Floater Days; one on Friday, July 5<sup>th</sup>, 2024 (Fourth of July Holiday) and the second on Tuesday, December 24, 2024 (Christmas Holiday).

**b.) Review and approve Settlement Agreement**

Mr. Brees provided notice to the Board of Commissioners of a staff members departure from the District and provided a Settlement and Release of Claims Agreement for their review.

Following discussion, the Board of Commissioners ratified and confirmed the Settlement and Release of Claims Agreement.

**7.) STAFF REPORTS**

**a.) District Engineer**

No further report.

**b.) Finance Manager**

Mr. Nelson provided an update to the Board of Commissioners on the discovery of an unauthorized Accessory Dwelling Unit (ADU) connected to the District's system. The property is currently marketed for sale.

Next Mr. Nelson reviewed the District's process for continuation of service to customers that have pledge of assistance. It is anticipated that there will be a few customers that have previously received assistance from the LIHWAP that will be required to pay past due balances before a new round of assistance becomes available in 2024 as the funds have not been pledged.

Also, regarding past due accounts, Mr. Nelson reported eight notices of intent to file a lien had been sent to property owners.

Finally, Mr. Nelson reported on some of the issues experienced in working with Conservice, a vendor for commercial properties that manages payments to the District. This vendor frequently falls behind on payments, pays the wrong amount or makes payments to accounts other than as intended, this all results in additional work for the District's staff.

**c.) O&M Manager**

Mr. Berger provided a report with photos of two recent cast iron water main breaks. Both were repaired the same day by District forces; one repair effort did require service to

customers to be suspended most of the day, due to the significant spacing between isolation valves in the neighborhood.

**d.) Technical Services Manager**

Mr. Busch presented a quote for a software subscription. The product is a ticketing system to efficiently manage communications with customers across various channels, such as email or webforms. This type of system was included in the 2024 Financial Plan presentation. The vendor is offering discounts for the services to be used and paid for in 2024 if the District subscribes this month.

Following discussion, the Board of Commissioners authorized the General Manager to sign the Service agreement with Zen Desk.

**e.) Attorney**

Mr. Chambers reported that the District's opt outs of the PFOA/PHOS settlements have been submitted.

**f.) General Manager**

No further report.

An Executive Session was requested to discuss matters pursuant to RCW 42.30.110 (1) (g) to review performance of the District's employees. Commissioner Willner announced that the Executive Session would last for twenty-five minutes, and that the Board would exit the Executive Session at 6:30 p.m. Upon proper notice the Executive Session was extended once by fifteen minutes, the Executive Session closed at 6:45 p.m. No action was taken after the Executive Session.

**This ends the Minutes of the December 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 December 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 December 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 28<sup>th</sup> day of December 2023.

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

  
John Warner, Secretary