

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

February 8, 2024

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on February 8, 2024, 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, Engineer Scott Smith, O&M Manager Ron Berger, and Finance Manager Brad Nelson. Eric Delfel with Gray & Osborne, Inc., and Curtis Chambers with Inslee, Best, Doezie, & Ryder, P.S attended by via teleconference. 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 Backstrom called the meeting to order at 5:30 p.m.

2.) APPROVAL OF MINUTES:

The Minutes of the regular meeting of January 25, 2024, 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.) 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, Vouchers (Check No. 20824 – 20894) in the amount of \$354,136.15; Revolving Fund Checks (Check No. 9424 – 9440) in the amount of \$177,563.61, were unanimously approved and signed as follows:

Fund	Amount
Water Maintenance	\$88,111.86
Water Capital Improvement	0.00
Sewer Maintenance	12,059.88
Sewer Capital Improvement	253,964.41
Revolving Check Fund	177,563.61
Total	\$531,699.76

b.) Update– Change to Income Threshold for Low Income Sr./Disabled Persons

Mr. Nelson provided an update to the Board of Commissioners regarding a change to the income threshold for the Low-income Sr./Disabled Persons Rate program. For 2024, the Snohomish County threshold for a low-income household has been raised to \$75,000. The District’s program codified as Chapter 9.05.060 of the District Code includes a provision to adjust the District’s program to match the income thresholds established for Snohomish

County. Mr. Nelson reported that the District's forms and website have been updated to reflect the new threshold and the District has already reviewed a few new applications.

c.) **Staff Report – Out of Class Pay – Part-time Utility Clerk 1 to Full-time**

Mr. Nelson provided a Staff report to the Board of Commissioners regarding Out of Class Pay for the Part-time Utility Clerk 1 filling in as a Full-time Utility Clerk.

One of the District's Utility Clerk IIs is currently on medical leave anticipated to last two months and Cathy Odenborg, Part-time Utility Clerk I, will be filling in on a full-time basis during this time. Chapter 3.13.020 of the District (3) allows an employee to receive out of class pay when they are performing at a higher level of responsibility, accountability, or supervision on recommendation of the General Manager and approval of the Board.

Staff recommended a 5% out of class premium be added to the employee's hourly rate. The added duties will be: Full-time work at the front counter with increased responsibilities for cash handling, customer service orders, and general email service orders. While in full-time employee status, the employee will also receive the monthly VEBA stipend and an increased 457 match. The 5% increase equates to an additional \$1.72 per hour. The total costs for the two-month period are expected to be \$4,727.92.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized a 5% out of class pay adjustment to Cathy Odenborg during the absence of the Utility Clerk II.

5.) **DEVELOPMENT PROJECTS:**

a.) **Staff Report – Penny Creek Townhomes Developer Extension**

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Penny Creek Townhomes Developer Extension.

The proposed 20-unit townhome development is located at 11724 29th Avenue SE. The parcel has one existing SFR with a detached garage and storage building, and all structures will be removed. The property has a District water service but is on septic. There is a wetland and associated buffer on the west side of the property that prohibits any further development or encroachment.

There is an existing 8-inch ductile iron water main in 29th Avenue SE, and a new 8-inch main will run into the development with individual meters for each unit. To meet the higher fire flow requirements for townhomes, a new fire hydrant will be installed along the frontage from a separate tap.

Approximately 400 feet of new offsite sewer main will be extended north from an existing connection point in 29th Avenue SE near the LDS church. The new main will run along the frontage to the northern property line, and into the development with individual laterals to each unit. This extension in 29th Avenue SE will help provide future service to a large area that is currently on septic. Consequently, this project may be eligible to apply for a Latecomer's agreement after final DE acceptance.

Staff requested the Board of Commissioners accept the Developer Extension Agreement for the Penny Creek Townhomes 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 Penny Creek Townhomes project.

6.) CAPITAL IMPROVEMENT PROJECTS:

a.) Staff Report – Pioneer Trails Lift Station & Pay Estimate No. 6

Mr. Smith provided a Staff report to the Board of Commissioners regarding the Pioneer Trails Lift Station & Pay Estimate No. 6.

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. Change Order No. 1, in the amount of \$61,140.80, was approved by the Board on January 11, 2024. Pay estimates will be approved by the Board monthly as needed.

Mr. Smith shared photos and reviewed recent work on the project including the valved cut in connection to the existing force main pipe was made on January 4, 2024, work also began on the CMU block walls for the electrical building on January 4, 2024. After some cold weather delays, the CMU block was completed on January 26, 2024. The ship's ladders were installed in both the meter and valve vaults, and storm drainage work started along the roadway frontage at the end of the month.

Pay Estimate No. 6 consists of additional percentages of the lump sum items completed during the month, the new force main pipe, minor changes for the omitted sound enclosure on the generator, and a portion of Change Order No 1 for the odor control unit.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Pay Estimate No. 6 in the amount of \$209,489.82.

7.) MAINTENANCE & OPERATIONS REPORTS:

a.) Staff Report – District Standard – Minor Updates

Mr. Smith provided a Staff report to the Board of Commissioners regarding the District Standard – Minor Updates.

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.

<https://silverlakewsd.district.codes/SLWSDC/6.20>

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. District staff is proposing another round of minor corrections, updates, and additions to various text sections and details. These include:

- **Text in Section 6.20.330(1)** – Add language for new restrained joint coupling options.
- **Text in Section 6.20.330(4)** – Add Waterous Pacer as a fire hydrant option. This was previously in the 2017 Standards, and District maintenance staff requested that it be restored.
- **Text in Section 6.20.390(2)** – Add language to clarify the use of a Romac Sewer Saddle on Ductile Iron pipe in addition to PVC. This is correct in Detail S12, but not in the text.
- **Detail G10** – Now A – D pages, updated to provide more information on the standard chain link fencing detail for improved consistency during construction.
- **Detail G12** – New detail for bollards for improved consistency during construction.
- **Details W1 and W2** – Add the Waterous Pacer hydrant and alternate coupling options.
- **Detail W17** – Now A – B pages, added missing meter resetter part with 5/8” and 1” options.
- **Detail S23B** – Corrected coupling parts information and min/max depth.

District staff presented and reviewed the updates with the Board. The changes will be incorporated into in the District standards. administratively.

b.) Staff Report – Equipment Purchase/Authorization – Skid Steer, Attachments, and Trailer

Mr. Berger provided a Staff report to the Board of Commissioners regarding the Equipment Purchase/Authorization – Skid Steer, attachments, and trailer.

On the approved 2024 Equipment Replacement list, staff recommended purchase of a Compact Track Loader, attachments, and a trailer. After soliciting quotes from manufacturers that have purchasing contracts available to the District, the Bobcat Compact Track Loader (along with a Towmaster trailer) is available at the most competitive price. Included with the loader and trailer are a 6’ rough cut mower attachment, pallet forks, and a bucket for material handling.

The District currently operates a Track Hoe equipped with a Flail Mower to mow water and sewer easements. This maintenance work is critical to access District infrastructure in the event of pipeline issues. While the Track Hoe works great during the initial clearing phase on the heavy brush and smaller trees, it is slow and has not been efficient in follow-up years when maintaining grass, brush, and small trees.

The Bobcat Compact Track Loader will increase the speed and efficiency of mowing and this unit will used for other tasks, such as cleaning the Vactor Decant Facility, loading trucks with gravel and construction materials, and using forks for offloading trucks away from District HQ in the field. Also, any skid steer attachment is compatible with this new Bobcat Track Loader.

Staff recommended using the Sourcewell Contract to meet the competitive bidding requirements and to procure the Bobcat Compact Track Loader, attachments, and a

Towmaster 16' trailer. The District is a member of Sourcewell and has purchased other equipment using Sourcewell contracts.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners approved Resolution No. 852, authorizing the purchase of a Bobcat Compact Track Loader, attachments, and a Towmaster 16' trailer utilizing Sourcewell, Contract #040319-CEC. The total cost is \$101,707.03, plus applicable tax and delivery.

7.) **STAFF REPORTS:**

a.) **District Engineer:**

No further report.

b.) **Finance Manager:**

Mr. Nelson reported on a recent meeting of the HRA Veba Board on which he serves, noting some staffing changes and discussed a potential update to the District's resolution which defines the District's HRA Veba program.

Mr. Nelson also reviewed the development of a new Laserfiche forms process used to prepare the fee estimate for new connections.

c.) **O & M Manager:**

Mr. Berger reported that the District's surplus 2007 F-250 truck was auctioned for \$9,600.

d.) **IT Manager:**

No further report.

e.) **Attorney:**

No further report.

f.) **General Manager:**

Mr. Brees reported that the month-to-month lease extensions with Crown Castle have been signed by all parties and that payment for one of the leases has been received.

The General Manager requested an Executive Session to discuss matters pursuant to RCW 42.30.110 (1) (i). A motion was made, seconded, and unanimously approved by the Board of Commissioners to convene to an Executive Session to discuss this matter. Before convening to the Executive Session at 5:57 p.m., Commissioner Backstrom advised that the Executive Session would be concluded at 6:02 p.m. The Executive Session concluded at 6:02 p.m. and the open public meeting reconvened.

Following discussion, by motion made, seconded, and carried unanimously, the Board of Commissioners authorized the General Manager to Pay Change Order #4R of the Thomas Lake Lift Station Replacement Project, in the amount of \$44,474.95.

This ends the Minutes of the February 8, 2024, special 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 February 8, 2024, 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 22, 2024, 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 22 day of February 2024.

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



Shauna Willner, Secretary