

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

July 22, 2010

The regular meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on July 22, 2010, beginning at 5:30 p.m. at the District Administration Building. Attending were Commissioners Bill Anderson, Rod Keppler, and Anne Backstrom. Also present were General Manager Patrick Curran, District Engineer Rick Gilmore, Finance Manager Brad Nelson, Eric Delfel with Gray & Osborne, and John Milne with Inslee, Best, Doezie & Ryder, P.S., Attorney for the District.

- 1.) **CALL TO ORDER:** Commissioner Keppler called the meeting to order at 5:30 p.m.
- 2.) **APPROVAL OF MINUTES:** The Minutes of the meeting of July 8, 2010, and the special meeting of July 16, 2010, were unanimously approved as circulated.
- 3.) **FINANCIAL MATTERS:**

a.) **Vouchers and Check(s) Approval**

After discussion of various matters, vouchers and revolving fund checks were unanimously approved and signed as follows:

Fund	Code	Number	Amount
Water Maintenance	743 5408666	.07-028-.07-065	\$151,230.25
Sewer Maintenance	743 5418666	.07-012-.07-021	33,695.37
Sewer Capital Improvement	743 5448666	.07-001-.07-001	4584.55
Water Capital Improvement	743 5468666	.07-002-.07-004	12,882.08
Revolving Check Fund		1969 – 1995	6,172.40
Total Warrants			\$208,564.65

b.) **Staff Report-Financial Reports June 30, 2010**

Mr. Nelson has provided a Staff Report with attached Tables to the Board of Commissioners communicating pre-closing Financial Reports through June 30, 2010, for their review.

4.) CAPITAL IMPROVEMENT PROJECT REPORTS:

a.) **Silver Acres Water Main Improvements**

The Commissioners reviewed the status report prepared by Mr. Gilmore on this project. The water main installation is complete. The Contractor has completed the punch list items and is finalizing their “as-built” documentation for submittal to the District. Staff is anticipating bringing a recommendation for acceptance of construction to the Board at the first meeting in August 2010, along with the final pay estimate for this project.

b.) 2nd Quarter Bills of Sale Acceptance

Mr. Gilmore presented the 2010 Bills of Sale Acceptance Report to the Board of Commissioners, listing the accepted Bills of Sale for developer extensions from the 2nd quarter, representing \$293,844.24 of utility infrastructure added to the District by developer contribution. The Board of Commissioners acknowledged the District's receipt of the following Bills of Sale:

Project Name	Water	Sewer
Summerlyn Place	42,222.00	71,394.00
Thomas Lake Court-now Appletree at Thomas Lake	87,937.26	92,290.98
2010 2nd Quarter Total Value	\$130,159.26	\$163,684.98

The total value for the 2010 first and second quarter bills of sale is \$637,306.51.

c.) Developer Extension Agreements

Mr. Gilmore outlined the proposed Developer Extension Agreements for the Ahmet Sewer Extension (Ahmet Kulaga), the location of this project is on the easement between 131st Street SE and 130th Street SE, near 11th Avenue SE, and for the Appletree West Short Plat (Gordon Reykdal), the location of this plat is West of, and adjacent to, Seattle Hill Road at 144th Street SE. Following discussion, by motion made, seconded and carried unanimously, the Commissioners approved the execution of the Ahmet Sewer Extension and the Appletree West Short Plat Developer Extension Agreements.

d.) 2010 Valve & Manhole Grade Adjustment Project-Report to Board

Mr. Gilmore provided a memo to the Board of Commissioners for this project, for their review. Staff used the Small Works Roster process to solicit bids for the valve and manhole adjustment work associated with Snohomish County's Road Overlay Project for 2010. Five Contractors were solicited and one bid was received by the District. The apparent low bidder was B&B Utilities and Excavating, LLC, in the amount of \$119,787.53, including Washington State sales tax. The bid was reviewed for irregularities. The Contractor has been reviewed and it was determined that they are a responsible Contractor in accordance with RCW 39.04.350. The Commissioners reviewed the letter from Gray & Osborne recommending acceptance to this bid. Mr. Curran advised the Board that, in accordance with Resolution 642 he had determined to accept the bid and award the contract to B&B Utilities and Excavating, LLC as the lowest responsible bidder in the amount of \$119,787.53 including Washington State Sales Tax.

5.) STAFF REPORTS

a.) District Engineer:

No Report.

b.) Finance Manager:

Mr. Nelson reported the District had sent notices of intent to file liens for past due amounts to 39 District customers this week.

c.) **General Manager:**

No Report.

d.) **Attorney:**

No Report.

The General Manager requested an Executive Session to discuss Potential Litigation pursuant to RCW 42.30.110 (1) (i) regarding a) negotiations to acquire a Lift Station Easement and; b) the pending 180th Street Lift Station Latecomer Agreement. 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 the Executive Session at 5:50 pm, President Keppler advised that the Executive Session would be concluded at 6:10 pm. The Executive Session concluded at 6:10 pm and the open public meeting was reconvened.

There being no further business before the Board, the meeting was adjourned.

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 July 22, 2010, 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 12, 2010, 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 12 day of August 2010.

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



Bill Anderson, Secretary