



1106 Vernon Road, Suite A
 Lake Stevens, WA 98258
 (425) 334-8588 Fax (425) 335-5947
 Website: www.lkstevenssewer.org

Mission Statement: Meeting the challenge of protecting the environment and providing quality sewer service to the community.

**SPECIAL MEETING MINUTES
 COMMISSIONER MEETING
 January 28, 2016, 9:00 AM**

Attendees: Commissioner Pam Stevens and Commissioner Frank McDaniel. Staff: Michael Bowers, Tonya Christoffersen, Reuel Klempel, Caitlin Hubbard, Johnathan Dix and Tara Bighouse. Engineering Consultants: Leigh Nelson and Barry Baker. Legal Counsel: Brad Cattle.

1. **CALL TO ORDER** - At 9:01 AM, Commissioner Stevens called the Meeting to order and excuses Commissioner Brent Kirk from the meeting.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Stevens led those present at the Meeting in the Flag Salute.
3. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) Commissioner McDaniel moved to approve the Consent Items A through I. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Minutes: Jan 13		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments – (see fund balance sheet)	\$371,491.76	
Withdrawals	\$478,389.42	
Transfers	\$153,773.11	
D. Payroll	NA	
E. 40 – Maintenance	\$122,649.89	2894-2952
F. 48 – SRF Principle & Interest Payment	NA	
G. 56 – 2010A Project Bonds Proceed	NA	
H. 58 – Capital Expenditures	\$203,130.00	2953
I. 60 – PWTF Principle & Interest Payment	NA	

- J. Dunroven Ranch Addendum to DEA – not present
- K. Lakeview Highlands DEA – not present

4. **PUBLIC FORUM** – None
5. **OLD BUSINESS**

A. Resolution No. 908: Board of Commissioners Meetings – Michael Bowers reviewed the resolution changes the time change from 1:30pm to 9:00 am. Commissioner McDaniel moved to adopt Resolution No. 908. Commissioner Stevens seconded the Motion. Motion passes unanimously.

6. **NEW BUSINESS**

A. Vactor Truck Procurement Approach - Michael Bowers explained we will be going out to bid for a vactor truck which will work in tandem with the CCTV truck. He gave a brief overview of how the truck will work for the District. He handed out the draft invitation to bid that will go out, legal counsel has approved the approach and is seeking direction from the Commission. The amount added the budget is \$450,000, with a cap of cost for the vehicle at \$410,000 and we will be looking for a truck that is 2011 or newer. The process will be transparent and the bids must fit in

the criteria outlined or they won't be considered. Johnathan Dix added the vactor truck will make us more responsive to our customers. He stated the return of investment would be before the depreciation of the vehicle. Commissioner McDaniel asked what qualifications are needed of staff. Johnathan replied a CDL license is all that is needed and a majority of the field already has this. The equipment itself is going to be plug and go. Michael added the hope would be to help with storm water for the City and possibly residential work.

- B. SCADA System Upgrades Proposed Contracting Approach – Michael Bowers explained what and how Supervisory Control and Data Acquisition (SCADA) works for the lift stations and the benefits to staff. We have 29 lift stations and the repeated recommendation from our Comprehensive Plans has been to replace the inefficient system we currently have at the older lift stations. Johnathan added more benefits of this update such as when the telephone circuit goes down we do not know if there is a field problem. The transmission of the alarm is much faster via wireless technology; it would bypass the answering service to avoid problems of not getting alarm notifications or false alarms. This will give real time updates, saving time and multiple staff involvement. It is customizable on who it will call and how many staff can be notified. The system can store three years of data to better analyze the lift station performance and trends.

The purchase would be done in sections. Michael Bowers went over some options for procurement. Brad Cattle explained we would be doing this transparently with explaining to the vendors we will be possibly be upgrading all 29 lift stations and in phases based on our budget, etc. and will be starting with phase one of the first 8 lift stations. Jonathan added depending on the lift station it may have different needs but each bid would include this from each vendor. Commissioner Stevens asked if this system would be included for future lift stations. Michael explained it would be added to the list of Design Standard requirements for new stations. The Commission agreed for staff to go ahead with soliciting quotes and to bring back the procurement recommendation to the Commission in the next month or two.

7. MANAGERS' REPORTS

- A. General Manager – Michael Bowers reported he has been working on monitoring what the Legislature has been discuss in terms of proposed Bills. Working with WASWD this has required input about two times per week on providing comments in favor, against or for revisions for some proposals the Legislative Committees will be considering. He is also putting together a presentation about the Flint, MI water quality crises. He volunteered to speak on the subject and has been researching material that may be of interest for Section III water or sewer providers.
- B. Manager of Administration – Tonya Christoffersen reported we were offered another intern for 20 hours a week and there is a lot of older financial data that needs to be sorted and they will be working on that at the duplex. The fourth Wednesday of the month there will be a meeting of first responders to which the district was invited too. We will be going out to bid for insurance. Commissioner Stevens, Caitlin Hubbard and Tonya will be going to the Women in leadership symposium representing wastewater. Tonya also went to Olympia and spoke to legislators about the decommissioning the old wastewater plant and there may be some options for grant opportunities. Michael added Caitlin will be working on some grants for the old treatment plant site as well. With the new vactor truck the District will be
- C. Treatment Plant Manager – Reuel Klempel reported the plant is running better this year than last year at this time. He added there will be a resolution on the Odor control policy coming.

Minutes

- D. Maintenance and Collections Supervisor – Johnathan Dix reported we have received 34 GFC's so far this month. Four staff in the Field are getting certified on the CCTV truck which should be ready to hit the streets in March.

Michael Bowers added we are beginning to do some permitting applications in house and Caitlin has put out the first SEPA Application. Caitlin has been working with staff at the plant with some cross training particularly in the lab arena.

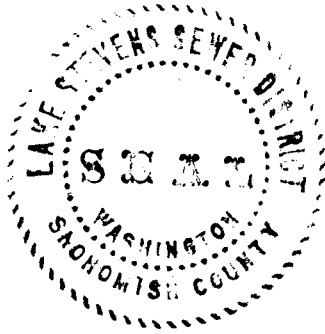
8. CITY REPORT – None.

9. COMMISSIONERS' REPORT – None.

10. EXECUTIVE SESSION – None.

11. CONCLUSION - There being no further business, the Board Meeting was concluded at 9:53 AM.

Signed at a regular open public meeting this 11th day of February, 2016



Pam Stevens, President and Commissioner

Frank McDaniel, Secretary and Commissioner

Brent Kirk, Commissioner

