



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.*

**MINUTES  
 COMMISSIONER MEETING  
 February 11, 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 9:03 AM, Commissioner Stevens called the Meeting to order.
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 Kirk moved to approve the Consent Items A through I. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Jan 28		
B. Lien Placements (34)	NA	
Lien Releases (83)	NA	
C. Investments – (see fund balance sheet)	\$623,500.00	
Withdrawals	\$2,724.96	
Transfers	NA	
D. Payroll	\$159,500.37	
E. 40 – Maintenance	\$154,771.63	2954-3001 & EFT82
F. 48 – SRF Principle & Interest Payment	NA	
G. 56 – 2010A Project Bonds Proceed	NA	
H. 58 – Capital Expenditures	\$2,724.96	3002
I. 60 – PWTF Principle & Interest Payment	NA	

J. Dunroven Ranch Addendum to DEA – Leigh Nelson explained this addendum updates the number of ERU and time extension. It is recommended by G&O. Commissioner Kirk moved to approve Dunroven Ranch Addendum to DEA. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

K. Lakeview Highlands DEA – Leigh reviewed the plans for this development noting there are three phases and believes they are looking at moving forward. It is recommended by G&O Commissioner Kirk Moved to approve Lakeview Highlands DEA. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

**4. PUBLIC FORUM** – None

**5. OLD BUSINESS**

A. Contract Amendment No. 6 for Gray & Osborne – Michael Bowers gave a brief overview of the changes in this amendment. The motion approving Amendment No. 5 included the budget for full design and construction management scope of work but Amendment No. 5 documents only included the design scope of work. Amendment No. 6 authorizes the construction management tasks as well and includes the full scope of work. There is no change to the overall budget approved by the Commissioners for Amendment No. 5. Commissioner Kirk moved to approve

Contract Amendment No. 6 for Gray & Osborne. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

## 6. NEW BUSINESS

- A. Resolution No. 909: Transfer Funds for Lift Station #17 Capital Work - Michael Bowers reviewed the breakdown in what the funds being transferred will cover in this resolution and clarified this is not new and was previously agreed upon, being executed today. He explained as it stands today the developer will be paying the district back for the upgrade and will not proceed with construction until Commissioner Kirk moved to adopt Resolution No. 909: Transfer Funds for Lift Station #17 Capital Work. Commissioner McDaniel seconded the Motion. The Motion passes unanimously.
- B. Resolution No. 910: Transfer Funds for Bio-solids Work at Old Plant – Michael Bowers explained the District is not spending money however the loan agreement states we pay the bill and DOE will reimburse the District quarterly via a quarterly report we send to the DOE. Commissioner Kirk moved to adopt Resolution No. 910: Transfer Funds for Bio-solids Work at Old Plant. Commissioner McDaniel seconded the Motion. The Motion passes unanimously.
- C. Resolution No. 911: Transfer Funds for the Vactor Truck Purchase – Michael Bowers reviewed the resolution and let the Commission know as soon as the funds are transferred they are looking to procure the truck next month. Michael explained the breakdown of conditions we are looking for when making the purchase for. Commissioner Stevens asked why is the transfer amount \$450,000 and not the cost of the truck at \$410,000. Johnathan Dix explained the cost didn't include tax and freight, etc. Commissioner Kirk moved to adopt Resolution No. 911: Transfer Funds for the Vactor Truck Purchase. Commissioner McDaniel seconded the Motion. The Motion passes unanimously.
- D. Resolution No. 912: Odor Control Complaint at Treatment Plant – Michael Bowers explained this a compliance resolution for Puget Sound Clean Energy. Agency. Commissioner Kirk moved to adopt Resolution No. 912: Odor Control Complaint at Treatment Plant. Commissioner McDaniel seconded the Motion. The Motion passes unanimously.
- E. City Fee Approval for 2016 – Michael Bowers noted this is the City fee we have been paying to the City since the unification agreement. The City has been lowering that amount over the last few years. Commissioner Stevens asked if it should have been talked about at the Utility Committee Meeting. Tonya Christoffersen agreed it typically gets discussed at a meeting to which we would be given a breakdown. Discussion ensued regarding the agreement of what the District is to pay by the City. The Commission agreed it should be brought to the Utility Committee and work through the process correctly and if an addendum to the agreement is the process needed then the City and District can work through it together.

## 7. MANAGERS' REPORTS

- A. General Manager – Michael Bowers reported on the SCADA system for the Lift Stations. In the 2016 budget a cost of \$28,000 is budgeted for this work. With the new system we will be going wireless to eliminate the number errors occurring via the call center. He noted CHS did a technology report on the three vendors through the comprehensive plan work. The District plans to upgrade SCADA at 8 lift stations in 2016 for approximately \$17,000 and we will be saving money based on call-backs and elimination of fees for phone land-lines. Brad Cattle will take a look at the information from CHS to see if we still need to go out to bid. John added that the vendor that was the preferred suggestion includes the best data logging, a Northwest presence with more than 5 units in place at a given jurisdiction. This vendor also has the features we are

looking for, just to name a few. This will eliminate having three systems and bringing them all to one system standardized SCADA control system as we complete 3 years of phased upgrades..

Michael added he is working on a draft DEA for a development in the south east end of the lake and hopes to present it at the next meeting.

- B. Manager of Administration – Tonya Christoffersen asked the Commission about their participation in VEBA. Commissioner Stevens would like to keep VEBA. Commissioner McDaniel explained what his tax accountant's thoughts. The Commission agreed to leave it as is.

Tonya Christoffersen added our new intern, Fallon, is studying to be an accountant and since our previous account brought over our old documents Fallon has been working on archiving them.

Tonya Christoffersen presented Johnathan Dix with his 5 year employment certificate. They thanked Johnathan for his hard work and stepping up as the interim Collections supervisor.

- C. Treatment Plant Manager – Reuel Klempel was not present. Michael Bowers gave an update on the preconstruction conference with the contractor and their subs. Barry Baker added we are happy to see there shouldn't be any large impact to the plant, he was impressed by the knowledge of the contractor who knows what to do and what paperwork is needed. They have obviously done this before and he is hopeful some of the Contractor's ideas will improve efficiency.

- D. Maintenance and Collections Supervisor – Johnathan Dix thanked the commission. He reported we have received 44 GFC's so far this month and 17 inspections for the month. The crew has finished their software training and will be ready to put the truck to work next month.

**8. CITY REPORT – None.**

- 9. COMMISSIONERS' REPORT –** Commissioner McDaniel noted the WASWD Section 3 meeting presentation was informational and interesting. Commissioner Stevens noted she, Caitlin and Tonya went to the Women's Symposium which was based on pollution in the world and it was fascinating and impressive. Commissioner Kirk noted at the next WASWD Section 3 meeting our District Manager will be giving a presentation on Water.

**10. EXECUTIVE SESSION – None.**

- 11. CONCLUSION -** There being no further business, the Board Meeting was concluded at 9:56 AM.

Signed at a regular open public meeting this 25<sup>th</sup> day of February, 2016



Pam Stevens, President and Commissioner

Frank McDaniel, Secretary and Commissioner

Brent Kirk, Commissioner

