



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  
 March 10, 2016, 9:00 AM**

**Attendees:** Commissioner Pam Stevens, Commissioner Frank McDaniel and Commissioner Brent Kirk. Staff: Michael Bowers, Tonya Christoffersen, Reuel Klempel, Caitlin Hubbard, Johnathan Dix and Tara Bighouse. Engineering Consultants: Barry Baker G & O. Legal Counsel: Sarah McCarthy.

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 McDaniel moved to approve the Consent Items A through I. Commissioner Kirk seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Jan 12, Feb 9, 23 & 25		
B. Lien Placements (119)	NA	
Lien Releases (97)	NA	
C. Investments – (see fund balance sheet)	\$868,939.93	
Withdrawals	\$235,000.00	
Transfers	NA	
D. Payroll	\$158,502.97	
E. 40 – Maintenance	\$140,427.60	3042-3081 & EFT 83
F. 48 – SRF Principle & Interest Payment	NA	
G. 56 – 2010A Project Bonds Proceed	NA	
H. 58 – Capital Expenditures	NA	
I. 60 – PWTF Principle & Interest Payment	NA	

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

- A. SCADA System Purchase – Michael Bowers recapped the Commission’s direction the last time we spoke about this system. The information provided today is a comparison of the two vendors we have been considering. Michael gave a brief overview of the differences of the two vendors listed. Based on the technical and cost review performed by CHS, over the life cycle of each vendor it looks like Mission-M110 is less expensive than AquaVx. Johnathan explained some of the calling out benefits and the even more cost savings with calling staff directly versus using a call center as we now use. Commissioner Kirk added that an asset management consultant may be able to help with the system to store data and integrate existing IT systems other than SCADA. Michael reiterated this is a good point and he hopes to get this worked out as staff has met with an asset management and IT vendor as well.
- B. Bio-Solids Removal Schedule for Old Treatment Plant Site – Michael Bowers reported the schedule shows the dredging will start in March and end mid-April. There is a notice that went out in the Everett Herald today to give a 30 day notice to the public that we will be dredging. This

might create a 10 day delay on the dredging and hauling. After that the contractor will be performing work until around August 8<sup>th</sup>. This is not dewatering, just dredging at this point.

Caitlin Hubbard has been the onsite inspector for the project and showed some pictures of the ongoing progress and the preparation work going on at the old treatment plant. Staff is meeting with the Department of Ecology immediately after this meeting to take them on a walkabout of the site showing the staging area and work performed to date by Merrell Brothers.

Michael Bowers explained the District will need to make a decision on how to re-use the land before 2020. Many ideas have been discussed and proposed. He added that the District could take advantage of having our legislator's tour the site over the summer; there may also be some grant opportunities. Also the possibility of tribal grants if we pursue a natural habitat of some kind with re-use of the Old Plant site.

## **6. NEW BUSINESS**

- A. Resolution No. 913: Advertise Sale of Duplex as Surplus Property – Tonya Christoffersen met with the appraiser two weeks ago. This resolution begins the process of selling this property. Commissioner Kirk asked if this will be sold or auctioned. Tonya responded this will be posted and up for auction and not approved for less than 90% of its value. The cost to rezone it for residential use is approximately \$6,000 so at this time the District is not rezoning the lot. There was a comment made that a first right of refusal existed by the Melling family. However, research so far shows no such right exists on record with the county and on the title report. Tonya will be sending a letter to the family to let them know when we will be selling. Sarah McCarthy reiterated after 120 days if the District is unable to sell at minimum 90% of appraised value, the District can approve another resolution to sell it at a lower price. Commissioner Kirk moved to approve Resolution No. 913: Advertise Sale of Duplex as Surplus Property. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

## **7. MANAGERS' REPORTS**

- A. General Manager – Michael Bowers reported has been refining the GFC work trading emails back and forth with CHS and FCS on the comprehensive plan. The GFC rate should be ready for our next meeting and the sewer rate forecast should be ready for discussion around April. This District will need to perform its SEPA required notice to start wrapping up the adoption of our updated Comprehensive Plan. The City is getting more commercial and industrial interest so Michael would like to make sure we are prepared for where the City is going in terms of a solid GFC analysis and supported by a more detailed look at our commercial and industrial GFC calculation methodology.
- B. Manager of Administration – Tonya Christoffersen reminded the Commission of the WASWD Spring Conference and asked for who is planning to attend. She is recommending we move the first Board meeting in April to Tuesday April 12<sup>th</sup>.
- C. Treatment Plant Manager – Reuel Klempel reported at the treatment plant, the crew is cleaning the membranes which should be finished next week.
- D. Maintenance and Collections Supervisor – Johnathan Dix reported GFC 118 paid year to date and 13 inspections so far this month. The bid closing for the vector truck is tomorrow.

## **8. CITY REPORT – None.**

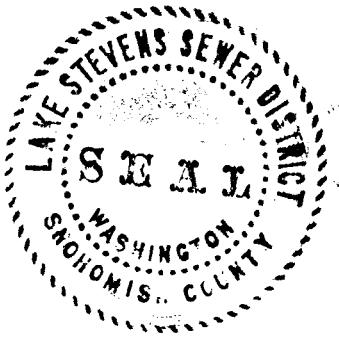
**9. COMMISSIONERS' REPORT** – Commissioner McDaniel reported on the section 3 meeting and the water discussion. He took some good information on how it affects sewer. Commissioner Kirk added he also went and thanked Michael on his great presentation.


**10. EXECUTIVE SESSION** – The Commissioners will now recess into Executive Session at 9:55 AM and will last 15 minutes. The purpose of the Executive Session is to discuss with legal counsel discussed negotiations of a development extension agreement contract discussions of which in a public meeting, may disadvantage the District. There will be no action taken by the Commission and there will not be any announcements.

At the conclusion of the Executive Session the meeting will resume into regular session and will be adjourned. At 10:10 AM the Executive Session was formally extended for another 10 minutes, concluding at 10:20 AM. Legal council did confirm that no members of the public were waiting in the lobby, for purposes of notifying the public at the extended session and revised ending time.

**11. CONCLUSION** - There being no further business, the Board Meeting was concluded at 10:20 AM.

Signed at a regular open public meeting this 10<sup>th</sup> day of March, 2016



  
\_\_\_\_\_  
Pam Stevens, President and Commissioner

  
\_\_\_\_\_  
Frank McDaniel, Secretary and Commissioner

  
\_\_\_\_\_  
Brent Kirk, Commissioner

