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

**SPECIAL MEETING MINUTES
 COMMISSIONER MEETING
 April 12, 2016, 9:00 AM**

Attendees: Commissioner Pam Stevens, Commissioner Frank McDaniel and Commissioner Brent Kirk. Staff: Michael Bowers, Tonya Christoffersen, Reuel Klempel and Tara Bighouse. Engineering Consultants: Stacey Clear G & O. 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.

	AMOUNT	CHECK #'s
A. Minutes: March 24		
B. Lien Placements (78)	NA	
Lien Releases (63)	NA	
C. Investments – (see fund balance sheet)	\$1,133,808.16	
Withdrawals	\$239,200.00	
Transfers	NA	
D. Payroll	\$160,124.15	
E. 40 – Maintenance	\$148,739.86	3118-3176 & EFT 84
F. 48 – SRF Principle & Interest Payment	NA	
G. 56 – 2010A Project Bonds Proceed	NA	
H. 58 – Capital Expenditures	\$11,556.84	3177
I. 60 – P WTF Principle & Interest Payment	NA	

- J. Lakeview Springs East/West/Highlands Plan Approval - Stacey Clear stated the designs are in and now meet the District standard. It is recommended for approval. Commissioner Kirk moved to approve Lakeview Springs East/West/Highlands Plan Approval. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.
- L. Dunroven Ranch Final Project Acceptance – Stacey Clear stated this project is ready but haven't paid their final invoices.
- M. Marion Dale Estates DEA (now Eagle Glen) Plan Approval – Stacey Clear noted the location of the project. It is recommended for approval. She clarified what was approved previously will be combined with the new lines per District standards. Commissioner Kirk moved to approve Marion Dale Estates DEA (now Eagle Glen) Plan Approval. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

4. PUBLIC FORUM – None

5. OLD BUSINESS

- A. Comprehensive Plan SEPA Notice and Set Public Hearing Date – Michael Bowers stated it is a requirement for the District to set up a public hearing date and he would like to set that date for April 28th, 2016. We would post all the Comprehensive Plan Document and send a letter to the

associated agencies. He added this is not the last time the public can respond. Commissioner Kirk added he believes it is a good time to have the public hearing at 9:00am. Commissioner Kirk moved to approve setting the SEPA public hearing for 9:00 AM on April 28th, 2016. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

- B. Engineering and Inspection Fees for Developments – Michael Bowers explained we have had some critique from developers regarding the cost of engineering and construction inspection fees. The percentages for the smaller developments have been pretty high at around 7% and for developments over 50 ERU's the percentage is around 1.8% of the cost of the Sewer infrastructure. The other part of these numbers includes additional amendments and changes that collectively can exceed 10% of the construction value of a sewer project installation price. Michael showed our connection costs compared to the neighboring cities and Seattle. He likes the fixed fee approach; and it should incentivize efficiency to stay at that amount as much as possible. This fixed fee would include a specific wording regarding what functions this cost pays for as well as a re-work clause. Commissioner Kirk added what some of the developers will sometimes do is come to the District and ask for our Engineers to design the Lift Station and it would decrease cost of paying his engineer and going back and forth. Michael added he believes the District should consider construction options for lift station design elements. He added additional items to be considered such as pre-application fees and sewer availability determinations. DEA's would need to include engineering estimated of construction costs, collect fee in two parts, at plan review and when the permit is issued to the contractor, limit repeated DEA time extensions and minor amendments of the DEA. The bottom line would be to lower the percentage for engineering and inspection, DEA creation costs and limit DEA extensions; and adding an amendment fee. Commissioner Kirk added he likes this, as long as it's easier for the developer to calculate costs and doesn't cost the District money. Michael will work on finalizing the proposed resolution for the Board.

6. NEW BUSINESS – None

7. MANAGERS' REPORTS

- A. General Manager – Michael Bowers noted Ashley and Associates has not accomplished our rate analysis but we may need assistance with Ashley's background in calculating B&O tax and Excise taxes. Ashley has a specific way he calculates this and in house it hasn't been something Mickie and Michael have been able to figure out. Michael would like to hire Ashley to do the calculation for excise tax and part of the agreement would be for him to also train both Mickie and Michael. Commissioner Kirk suggested asking the state auditor and ask them about wanting to change the way we calculate since he doesn't believe it needs to be spot on and as detailed as Ashley has previously performed.

Michael added there are a couple of developers that would like to build in the North East part of the City and would like to have CHS do a feasibility at the end of our Comp Plan and what it would cost for us to get Sewer in that area.

- B. Manager of Administration – Tonya Christoffersen reported all bids are due on April 14th. She has not heard from any realtors at this time, with the acceptance to the man who purchased the last auctioned property. The salary survey is being completed and will be different, including adding all benefits such as medical benefits, certification pay etc.
- C. Treatment Plant Manager – Reuel Klempel reported they are de-watering the old plant and hauling out 8 to 9 truckloads per day. It is going well.

D. Maintenance and Collections Supervisor – Michael Bowers reported there are currently 148.5 GFC's paid year to date.

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 9:39 AM.

Signed at a regular open public meeting this 28th day of April, 2016



Pam Stevens, President and Commissioner

Frank McDaniel, Secretary and Commissioner

Brent Kirk, Commissioner

