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 Website: www.lkstevenssewer.org

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

**MINUTES
 COMMISSIONER MEETING
 April 28, 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: Stacey Clear, Barry Baker G & O and Rodney Langer, CHS Engineers. 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) Not listed in the consent items below is check number 3221 in the amount of \$81.00 payable to the Lake Stevens Ledger. Commissioner Stevens owns the Ledger therefore must abstain from approving this payment. Commissioner Kirk moved to approve the Consent Items A through I. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Feb 26 & April 12		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments – (see fund balance sheet)	\$726,330.76	
Withdrawals	\$928,671.59	
Transfers	\$23,244.89	
D. Payroll	N/A	
E. 40 – Maintenance	\$89,703.64	3178-3220
F. 48 – SRF Principle & Interest Payment	N/A	
G. 56 – 2010A Project Bonds Proceed	\$16,188.20	3222
H. 58 – Capital Expenditures	\$4,500.00	3223
I. 60 – PWTF Principle & Interest Payment	N/A	

- J. Lakeview Springs East/West DEA Addendum - Stacey Clear presented to the location of with a total of 22 ERU. It is recommended for approval. Commissioner Kirk moved to approve Lakeview Springs East/West DEA Addendum. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
- L. Dunroven Ranch Final Project Acceptance – Stacey Clear showed the located with 16 ERUs and it is recommended for approval. Commissioner Kirk moved to approve Dunroven Ranch Final Project Acceptance. Commissioner Stevens seconded the Motion. The Motion passed unanimously
- M. Hewitt Retirement Home DEA Addendum – Not here.
- N. Vernon Village DEA – Stacey Clear showed the location on the map and it has 11.59 ERU's. It is recommended for approval. Commissioner Kirk moved to approve Vernon Village DEA. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

4. **PUBLIC FORUM** – None

5. **OLD BUSINESS**

- A. District's Draft Comprehensive Plan SEPA Notice and Public Hearing – Michael Bowers reported we have posted a legal notice with the Herald two consecutive weeks. He added he has only received one email regarding this notice. There will be a 3-ringbinder of the Draft Comprehensive Plan at the front counter and one at the City, as well as posted on the District's Website.

Commissioner Stevens formally opened the Public Hearing:

Rodney Langer explained most of the Chapters of the Comprehensive Plan are in Draft form. Once the final draft is complete he will be sending it to the various agencies for a 60 day period for comments. Following the comment period the Plan would be presented for final acceptance from the Board. He explained that growth-driven sewer planning will increase by about 50% over the next 20 years based on the County forecast. Outlined in a graph is a comparison of the old plant to the new plant and the significant change in treatment effectiveness. Rodney noted he will be adding re-rating of the plant around 2020 as a project. There is an efficiency test put in to the plan at a few key years. Michael added he would like to meet with staff about WWTP efficiency before bringing it back to the Commissioners and then bringing it to the Utility Committee. This is in response to Mayor Spencer's question at the last Utility Committee meeting. Michael received one specific email from Pacific Ridge Homes regarding a parcel identified for a Local Lift Station in terms of input for the Public Hearing. The meeting with the developer brought out the need to identify a local lift station in the unincorporated County area of the UGA as well as the recommended Regional Lift Station B-7. The comprehensive maps can be modified to show these proposed facilities. Barry Baker added what they are looking for is to accurately show how the District is servicing that area in the Comp Plan update, specifically. He believes the developer wants to make sure this is included to avoid doing more work later and as such, Barry Baker recommends it. No one from the public testified at today's hearing and no SEPA comments were received by Tara based on our advertisements and mailing to other Agencies. Commissioner Stevens formally closed the Public Hearing.

Rodney asked if there are any further Commissioner comments on the final draft Comprehensive Plan. None were noted. Michael added we will post the unavailable final draft forms of the Chapters not presented. Brad Cattle asked to what extent will there be change to what has been seen by the Board. Rodney explained it is Chapter 6, 7, and 9. Commissioner Stevens re-opened the public hearing to be continued at the next Board Meeting. Commissioner Kirk moved to open the hearing for the purposes of reviewing Chapters 6, 7 & 9. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

6. NEW BUSINESS

- A. Resolution 914: Policy on Sewer Availability – Michael Bowers explained the purpose of this resolution. This new form would help streamline the current process and would help with staff efficiently schedule time with potential developers, land owners, and realtors. There are around 200 inquiries about sewer availability and currently the District doesn't charge for this research. Michael explained he has researched other Districts which charge for this anywhere from \$30 to \$150 for similar services. He believes it will create efficiency and stop the drop-ins from just fishing for information that do not seem to result in any proposed developments. He explained this would also help a seller by keeping this available on file for a particular parcel, so future inquiries aren't being completed more than once. The initiative also provides the need for the applicant to be more descriptive as to the extent of information desired and what his/her intentions are for the property. The Resolution shifts the cost for staff research for development on to the Development community where at present it is covered by rate-payers. Commissioner Kirk moved to approve Resolution 914: Policy on Sewer Availability. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

- B. Amendment to Comprehensive Plan Contract with CHS – Michael Bowers presented a proposed amendment to the Comp Plan. There are three scopes to the amendment. The downtown lift station analysis during the possible development apartment complex requested by the City in 2015, performing a more detailed basin-by-basin flow analysis throughout the City, and performing extra iterations on the Capital forecast and related sewer rate and GFC financial analysis. Michael admitted that his requests drove a deeper analysis on the financial model regarding a breakdown of three growth scenarios and rates. This analysis resulted in a lower GFC proposed rate and lower sewer potential sewer rates that anticipated with the extra due diligence and alternatives. Michael proposed an Amendment which increases the cost by \$22,635. He anticipates the adoption of the Comp Plan to be around Mid-July. Michael explained based on the current budget this would not impact the budget since the District allocated funds for CHS as well as G&O, Anderson-Hunter, and Ashley consultants. Rodney Langer added this carries CHS through the rest of the scope of the plan. Commissioner Kirk moved to approved Amendment to Comprehensive Plan Contract with CHS. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

7. MANAGERS' REPORTS

- A. General Manager – Michael Bowers noted the Board President WASWD is retiring and is looking for feedback on the position. He suggests that this position continue to be a full-time position and more focus on Special District partnerships with the municipal City/County community. He would like to comment on the District's behalf with the advice of the Commission. The City planning staff are getting lots of pre-applications, also the South East area in the UGA are showing significant interest in annexing. Michael added this is earth week and has suggested to the City we work together to do put on a good event next year.
- B. Manager of Administration – Tonya Christoffersen reported the duplex has a for sale sign and is listed on Zillow. She has one man that has been very interested and is working with him and the City. There is one house that we may need to consider foreclosing; she has been working with Michael Kvistad on the foreclosure process. There is a Homestead Act that would need to be done and clearing some liens. She has gone out for Banking bids, as well as Bids for the website. Tonya nominated Tara Bighouse for an eFileCabinet award, who received the runner up and has been asked to teach a class at the conference this August. We have a new intern, Bryanne. A survey was put into the billing statements related to fats/oils/grease and drain concerns and we are seeing a very good response.
- C. Treatment Plant Manager – Reuel Klempel reported the annual inspection of all the membranes has been completed and is currently working well. GE was at the plant yesterday to do an audit. Reuel added he will not be present at the next meeting; a few of the Treatment Plant staff will be away at a class and visiting Brightwater.

Caitlin Hubbard added the surveys sent in from rate-payers have been giving lots of responses and recommendations. Around 500 have been turned in. She would like to compile all the responses into a spreadsheet.

- D. Maintenance and Collections Supervisor – Johnathan Dix reported GFC 158.57 paid year to date, 48 inspections and a 195 locates so far this month. The field staff has been working diligently on maintenance requirements and how to off-set the intensity of maintenance with some minor modifications in lift station equipment. His goal is to reduce by 4 hours a week to reduce current operations and maintenance needs to compensate for the CCTV and Cleaning

crew needs. The field staff has been working hard on the landscaping, as well as working hard on the lift stations. Unscheduled call-outs are lower than normal. Michael added the field staff is also under budget by about \$75,000 through the 1st Quarter.

8. CITY REPORT – None.

9. COMMISSIONERS' REPORT – Commissioner Kirk talked to Al Cohen at the PUD regarding the water inspection fees for Lake Stevens and was told they have not changed their fees in years. He believes with their low fees and our lower Engineering and Inspection fees it will help Lake Stevens.

10. EXECUTIVE SESSION – The Commissioners will now recess into Executive Session at 10:05 AM and will last 20 minutes. The purpose of the Executive Session is to discuss with legal counsel contract negotiations which if discussed in a public meeting may disadvantage the District. There will be no action taken by the Commission and there will not be any announcements.

11. CONCLUSION - There being no further business, the Board Meeting was concluded at 10:25 AM.

Signed at a regular open public meeting this 12th day of May, 2016



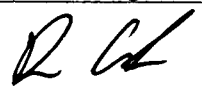
Pam Stevens, President and Commissioner

Frank McDaniel, Secretary and Commissioner

Brent Kirk, Commissioner

VISITOR SIGN-IN

If you would like to address the Board of Commissioners, it will be necessary for you to sign in. Thank you.

Print Name	Signature	Address	Phone	Purpose
Dan Carlson		10515 20 th St SE 200 Lake Stevens	425-760-0892	Vernon Village