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

**MINUTES  
 COMMISSIONER MEETING  
 June 9, 2016 9:00 AM**

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

1. **CALL TO ORDER** - At 9:00 AM, Commissioner Stevens called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner McDaniel 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: March 8 & May 26		
B. Lien Placements (77)	NA	
Lien Releases (83)	NA	
C. Investments – (see fund balance sheet)	\$560,959.80	
Withdrawals	\$1,451,206.22	
Transfers	\$112,459.80	
D. Payroll	\$158,239.12	
E. 40 – Maintenance	\$122,737.38	3318-3352 & EFT 86
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$1,338,746.42	3353-3356
I. 60 – P WTF Principle & Interest Payment	NA	

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

A. Customer Survey: Pre-Treatment and Fats-Oils-Grease – Caitlin Hubbard conducted a survey with the residential rate payers. The responses were compiled into a PowerPoint presentation. 88% of those customers that completed the survey stated they are aware to not put FOG down the drain. Of the 10% not wanting to change the majority had comments such as they were unsatisfied that their bills were so high – that they didn't want to change their habits because they pay so much they think we should just be able to handle it. Also, we received comments saying that they think we should bill differently - that we should base our bills on sewer use, not a flat rate, so that if one house has 12 people, they would pay more than a single-resident house. There were several customer suggestions included, savings and how it would benefit them, educating everyone starting with High School students, using social media and actual pictures of the clogs. Breanne added the tour of the Treatment Plant gave a new perspective on how in depth sewer service is and how it affects the system by putting things down the toilets that do not belong. She added several responses stated the survey helped them to understand things they have been putting down the sewer were not good. Michael Bowers added video clips on the

website from the CCTV truck may be beneficial for everyone to see the actual lines and the condition.

Reuel Klempel explained the treatment plant has a process to remove the items that are not supposed to be put in the sewer so it doesn't go through the entire plant process.

Breann explained the waste disposal responses. 93% say they are aware of items that should not go down the sinks. She also explained the most common response was in regards to "flushable" items that should not be put into the sewers, 21.15% were unaware of this and 9.93% were not going to change based on the cost of sewer rates. Many responses included getting information to the schools and media. She added that some pictures or graphics to show the effects on individual houses and their private sewer lines might be beneficial.

Michael Bowers added the District is working on an inspection program and for commercial businesses working with the City on a FOG policy that will be more stringent.

## 7. MANAGERS' REPORTS

- A. General Manager – Michael Bowers noted the salary survey draft report has come in and would like to present this information within an Executive Session to go over with the Board. Gene Matt will be presenting the results of the survey; the Commission would like to review the results and then at the July 14<sup>th</sup> meeting they can go over the report with Gene Matt or moving the next Board meeting from Thursday to Tuesday. Tonya Christoffersen will confirm with Gene and get the details worked out to determine if Tuesday June 21<sup>st</sup> will work.

The Bio-solids phase one cleanup is complete and went very well. We are now waiting on the final invoices. The contractor did a great job; they will also be leaving the gravel on site, saving money and time later when we finish the final cleanup/decommissioning phase in a few years. Michael added there has been some inquiry by some recreational use organizations for the old treatment plant site. He went to the City's meeting and it was announced that the new direction is to make Lake Stevens a recreational friendly City. This proposal of use for the Old Treatment plant site would tie into that nicely.

With all the growth just north and south of 20<sup>th</sup> Street SE on its eastern end and with Lift Station 17 being upgraded – this capacity will help Lift Station 14 by taking some of the load allowing more growth near Lift Station 14. Michael would like to have a feasibility study done on the west side of Hwy 9 before too much more growth is approved as the City is entertaining several land owner discussions at the moment and prior feasibility work was fairly short-sighted on just a couple specific development proposals. Michael would like to get ahead of the City and potential developers and have answers as to how the public investments are optimized.

- B. Manager of Administration – Tonya Christoffersen presented her notes on the GFOA conference in Toronto. She added there was a focus on fraud as it is heightened. Looking at the age of employees and noting several retiring around the same time. There were several good things brought up that the District could look into here at the District.

She added the Old Treatment plant site interest is great. The organization led by the County was thankful to have sewer district at the meeting represented by herself and Caitlin. Bernie's last day will be June 14<sup>th</sup> and Breanne will be done the end of June and will be staying on as a volunteer through July. We have two new interns from Services alternative; Brook and Paige they will be working both up front and in the back office in assistant type roles.

The duplex is still in holding and will be trying to work out completing the sale or possibly looking at another alternative to get it sold. Tonya will continue working with Brad Cattle and the prospective buyer.

C. Treatment Plant Manager – Reuel Klempel reported everything is running smooth.

D. Maintenance and Collections Supervisor – Johnathan Dix reported year to date 205 GFC's and 14 inspections so far this month. There was 150 locates last month. The CCTV inspections are going well, there was a part that broke and the crew was able to fix it and save the District \$1200. The new vacator truck should be here by the end of October.

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 9:45 AM.

Signed at a regular open public meeting this 21<sup>st</sup> day of June, 2016



Pam Stevens, President and Commissioner

Frank McDaniel, Secretary and Commissioner

Brent Kirk, Commissioner

MEETING DATE:

June 9, 2016

TYPE:

Reg. Mtg

**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