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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  
 July 28, 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 8:59 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: July 14		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments – (see fund balance sheet)	\$687,329.94	
Withdrawals	\$233,312.22	
Transfers	\$11,754.04	
D. Payroll	NA	
E. 40 – Maintenance	\$86,313.93	3453-3483
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	NA	
I. 60 – P WTF Principle & Interest Payment	NA	

J. Hawksbeard DEA – Stacey Clear showed the location on the map, it includes 42 ERU's. Hawksbeard will be upgrading Lift Station 17 and extending the force main to 20<sup>th</sup> Street, so this development can connect to Lift Station 17 due to Lift Station 14 and 17 which are both currently at capacity. The cost estimates and risks are included in the DEA. This DEA is recommended for approval. Commissioner Kirk moved to approve Hawksbeard DEA. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

K. Austin Short Plat DEA Plan Approval – Stacey Clear noted this plat includes 4 ERU's. This DEA is recommended for approval. Commissioner Kirk moved to approve Austin Short Plat DEA Plan Approval. Commissioner McDaniel seconded the Motion. The Motion passed unanimously

4. **PUBLIC FORUM** – None

5. **OLD BUSINESS** – None

6. **NEW BUSINESS**

A. Tiered Sewer Billing Rates Option for Multi-Family Residential – Tonya Christoffersen showed a Powerpoint presentation of a tiered billing rate comparing SFR and Multi Family. Currently we service 10,938 SFR (1-4 Units) and 529 for Multi Family (including mobile home parks). The

annual revenue increase is about \$450,000 at a rate of \$86, if we discount the multifamily rate the difference would be \$57,096. Commissioner Stevens asked if this would still pertain to apartments that are the same as a house with 3 bedrooms, etc. Tonya responded yes it would still apply. Commissioner Kirk asked about condos, there is an entire development that is considered detached condos. He also expressed concern on the methodology. He would like to see a more defined methodology possible similar to the way storm water is calculated. Commissioner McDaniel commented some of the multifamily probably puts out more sewage considering how many people living in the apartments. Commissioner Stevens commented what about the single person that living in a SFR paying more than an apartment with an entire family of 4 or more. Michael Bowers noted when we think about how much cost and infrastructure goes into your SFR compared to a multifamily home. Commissioner Kirk suggested we get a meter reading on the apartment building for a month or two so we can see how much water is actually being used and get permission from the property owner to read each meter. Commissioner McDaniel and Stevens expressed their opinion is to keep the rates the same. But to get the information, as it might work out to be more.

Commissioner Kirk suggested looking at how sewer is calculated for the schools. Johnathan commented we have a methodology by the number of students and staff. This is not checked unless a permit for a modification, etc. is submitted.

## **7. MANAGERS' REPORTS**

- A. General Manager – Michael Bowers reported the comp plan was out for public review and no comments were made. It is on track for adoption at the September 8<sup>th</sup> meeting. He added we now have a bargaining unit, they did not do another vote, and they just took the cards already on file and went from there. The management team will be sitting down and working on a packet. His plan is to get this done before the budget to help keep the budget balanced.
- B. Manager of Administration – Tonya Christoffersen has sent all the changes into the website designer. She is working with the insurance companies on the liability insurance for a presentation in August.
- C. Treatment Plant Manager – Reuel Klempel has been in contact with WesTech regarding the repairs to the car crash at treatment plant. The gravity thickener has been bypassed; with the current operations it hasn't been bad for the treatment plant.
- D. Maintenance and Collections Supervisor – Johnathan Dix reported year to date 235.57 GFC's year to date. The District had 27 inspections this month and over 200 locates this month. There are new three developments laying infrastructure so it has been quite busy.

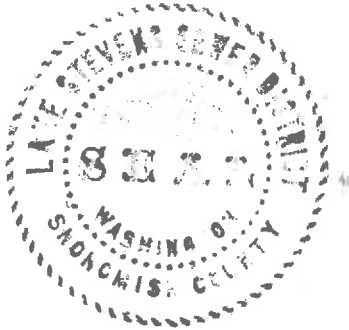
**8. CITY REPORT** – None.

**9. COMMISSIONERS' REPORT** – Commissioner McDaniel noted Aquafest is this coming weekend and he will be attending, as well as the other commissioners.

**10. EXECUTIVE SESSION** – None.

**11. CONCLUSION** - There being no further business, the Board Meeting was concluded at 9:53 AM.

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



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Pam Stevens, President and Commissioner

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Frank McDaniel, Secretary and Commissioner

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

LAKE STEVENS SEWER DISTRICT

MEETING DATE: July 28, 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
Don Carlson	<i>Don Carlson</i>		425-760-0842	Austin