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

**MINUTES
 COMMISSIONER MEETING
 August 25, 2016 9:00 AM**

Attendees: Commissioners Pam Stevens and Frank McDaniel. Staff: Michael Bowers, Johnathan Dix, Tonya Christoffersen, Tara Bighouse and Mickie Cooper. Engineering Consultants: Leigh Nelson 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 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 Stevens seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: July 28 & Aug 10		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments – (see fund balance sheet)	\$434,000.00	
Withdrawals	\$1,671.67	
Transfers	NA	
D. Payroll	NA	
E. 40 – Maintenance	\$142,453.56	3526-3572
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	1,671.67	3573
I. 60 – P WTF Principle & Interest Payment	NA	

J. LS Elementary School DEA Plan Review – Leigh Nelson showed the location on the map. It will include an elementary school and learning center. G&O recommends the DEA for approval. Rob Stanton from the School District added it is scheduled to be complete by December 2017. Commissioner McDaniel moved to approve Hawksbeard DEA. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

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

A. Award Contract Amendment for Design of Lift Station #17 Upgrades – Michael Bowers explained this amendment is getting the design moving on the final piece to create sewer capacity south of 20th Street SE where development activity is high. There are 3-4 developments that will need to connect to Lift Station #17. Not realizing when the District authorized early design work on the adjacent force main, the District will see its return on investment earlier than expected. The cost is \$51,770.00 which is a correction from the packet. This will give this Lift Station an additional capacity of 400 ERUs. Leigh and Barry added that the force main design is about 80% complete. Commissioner McDaniel moved to approve the General Manager to sign a contract with G&O in

the amount of \$51,770. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

- B. Resolution No. 917: Repairs to Gravity Thickener and Declaring an Emergency – Michael Bowers reported this is due to the truck that crashed into the gravity thickener facility in early July. With the Gravity Thickener not working this is causing additional costs for power, staff and chemicals. There is a challenge with timing to get it back online since with public schools starting it will add additional flow. Because of the timing issue there isn't enough time to go through the complete process of design work and bids to get the gravity thickener fixed. Michael is suggesting due to the urgency involved, he recommends using two of the vendors that previously worked on the Treatment Plant's construction less than 5 years ago. Brad Cattle explained it's not a normal emergency situation in the aspect that the treatment plant is still working, after a fashion; however the current situation has created a confluence of significant circumstances and events that create an emergency. The treatment plant is about to have a major problem and will be an even bigger problem due the upcoming school year and winter if the gravity thickener isn't fixed as soon as possible. Michael added the crew is very concerned. Treatment Plant staff is working overtime and unusual shift work and the solids flow is being daily monitored by the process staff echoed by Caitlin at today's meeting.

Commissioner McDaniel moved to approve Resolution No. 917: Repairs to Gravity Thickener and Declaring an Emergency and declared it an emergency. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

7. MANAGERS' REPORTS

- A. General Manager – Michael Bowers reported the PWTF Board delayed the District's presentation until October 7th. He talked to the City and Mayor Spencer might also attend. Brent is not at the Board meeting today, but he volunteered to represent the District Board at this meeting.
- B. Manager of Administration – Tonya Christoffersen updated the process of the Duplex, it will go before the City Council on October 11th and it should continue to go smooth. The duplex is almost cleaned out. She met with Enduris yesterday and they are significantly more expensive than Travelers, so the District will be staying with Travelers Insurance. Having been dealing with Travelers Insurance on the crash into the Gravity Thickener and it has been going well. Tonya added Commissioner Stevens and Michael Bowers will both be attending the WASWD Conference next month.
- C. Treatment Plant Manager – Michael Bowers met yesterday with the Treatment Plant operators and was please to get their perspective on the urgency of the gravity Thickener being down. The staff is assisting in meeting with vendors after today's Board meeting to line up the work phasing plan.
- D. Maintenance and Collections Supervisor – Johnathan Dix reported year to date 240.57 GFC's year to date. The District had 17 inspections this month. Matt Bennett and Kenny are at a training on the Vactor Truck. Johnathan will be flying out to Chicago near the end of October to give final approval of the truck before delivery.

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 9:24 AM.

Signed at a regular open public meeting this 8th day of September, 2016



Pam Stevens, President and Commissioner

Frank McDaniel, Secretary and Commissioner

Brent Kirk, Commissioner

MEETING DATE: Aug 25, 2016

TYPE: Reg Mtry

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
Bob Stanh	[Signature]	12309 22nd St NE Lake Stevens, WA	425-335-1906	DEA