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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  
 September 20, 2016 9:00 AM**

**Attendees:** Commissioners Pam Stevens, Frank McDaniel and Brent Kirk. Staff: Michael Bowers, Johnathan Dix, Tonya Christoffersen, and Tara Bighouse. Engineering Consultants: Leigh Nelson 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 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.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Sept 8		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments – (see fund balance sheet)	\$477,500.00	
Withdrawals	\$154.00	
Transfers	NA	
D. Payroll	NA	
E. 40 – Maintenance	\$88,731.97	3610-3647
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$154.00	3648
I. 60 – P WTF Principle & Interest Payment	NA	

- J. CP Davies Rd DEA – Leigh Nelson showed the location, it includes 3 ERU's. There will be some latecomers. It is recommended for approval by G&O. Commissioner Kirk moved to approve the CP Davies Rd DEA. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.
- K. Stevens Ridge Estates DEA – Leigh Nelson showed the location on the map. It includes 13 ERUs. It is recommended for approval by G&O. Commissioner Kirk moved to approve the Stevens Ridge Estates DEA. Commissioner McDaniel seconded the Motion. The Motion passed unanimously
- L. LS Elementary School DEA Plan Review – Not present.
- M. Seneca Lane 2015 DEA Addendum – Leigh Nelson noted this DEA was approved last year; this addendum updated the plan review and inspection cost percentages that were adopted earlier this year. G&O recommends this DEA for approval. Commissioner Kirk moved to approve the Seneca Lane 2015 DEA. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.
- N. Hawksbeard Construction Plan Approval – Leigh Nelson showed the location on the map south of 20<sup>th</sup> Street. These plans meet all the requirements so it is recommended for approval by G&O.

Commissioner Kirk moved to approve the Hawksbeard Construction Plans Approval. Commissioner McDaniel seconded the Motion. The Motion passed unanimously

- O. Westlake Crossing Construction Plan Approval – Leigh Nelson showed the location on the map. These plans meet all the requirements and it is recommended for approval by G&O. Commissioner Kirk moved to approve the Westlake crossing Construction Plan Approval. Commissioner McDaniel seconded the Motion. The Motion passed unanimously

**4. PUBLIC FORUM – None**

**5. OLD BUSINESS**

- A. Sewer District Comprehensive Plan Update and Finance Strategy – Michael Bowers gave an outline of the pre-treatment program schedule put together by Johnathan Dix and Caitlin Hubbard. After the pre-treatment program is put into effect he is suggesting having CHS look at our Comp Plan for any updates that might need updating. He asked CHS to give an overview at the next meeting about any changes to the Comp Plan. The language in the comp plan will need to be made clearer regarding pre-treatment standards currently in effect and the need to create a formal program. The GFC assumptions do suggest a higher rate for the GFC's; he is suggesting that after we adopt the Comp Plan at our next Board meeting, we tackle whether to increase our GFC rate for 2017. In terms of future amendments to the comprehensive plan once adopted, Michael showed a map with possible developments that would create a much larger, two-part annexation; annexing into the District first. The biggest area to annex is partially in the Sewer District boundaries, but not currently in the City boundaries. Michael suggested the District may want to ask the City at next week's Utility Committee meeting about the schedule for annexing the northwest industrial area and the Cities desires for evaluating the RUTA area between Lake Stevens and the City of Snohomish. Depending on the final land-use assumptions in these areas and the downtown Subarea plan, after the District comprehensive plan is adopted, the District may need to evaluate changes to our plan and CIP as these larger City initiatives evolve.

Michael suggests the District get the Comp Plan and GFC rates adopted, and then figure out each subarea change as they come forward to include the 20<sup>th</sup> Street feasibility work presently underway by G&O. Barry Baker added in order to support a new look at the RUTA, he advised there are strong limitations due to topography. Michael added he is hearing from the City they would be willing to share in some of the feasibility funding to look at developing that area. The City is currently planning on starting on a RUTA annexation discussion soon. Michael added the question is how to get utilities to Hwy 9 for further development. Commission Kirk added getting more of the residential will attract more commercial interest. Discussion ensued regarding the possible regional lift station close to Highway 9 south of Lake Stevens and the need for a return on investment analysis. Commissioner Kirk, Michael and Barry agreed one major challenge in this area is that much of the land is encumbered with homes on large lots and septic systems. A significant part of a future analysis might be what percentage of the land is truly vacant, not affected by existing structures or natural barriers like wetlands.

**6. NEW BUSINESS**

- A. Surplus and Sale of Spare Generator to Town of Coupeville – Michael Bowers gave an overview. Earlier this year the District declared some surplus property including this generator. Recently the town of Coupeville made a purchase proposal. The draft public notice is ready to publish. Legal counsel has reviewed the purchase and sale agreement; Michael is asking the commission for approval to proceed.

Commissioner Kirk moved to approve the sale of the 2004 Onan 50kw GDCA Generator and associated automated transfer switch and authorize the General Manager to sign the appropriate

paperwork and enter into an Inter-Local agreement with the town of Coupeville, WA. The sale of the District's surplus generator is for the amount of \$12,248.75. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

- B. Developer Latecomer Extension Request – Michael Bowers noted the developer would like the Commission to hold off on making any decision until the next meeting when they can present both areas of concern. Leigh Nelson explained the force main the developer put in created available connections to an adjacent area. The developer has been restricted to collect on the entire basin area due to the moratorium on Lift Station 7 and Lift Station 2. The developer is asking for an extension for this reason. Michael added there may be need for a future executive session when the District is presented with an Annexation request and/or a DEA to discuss the proposed development in the southeast unincorporated county area in which Pacific Ridge Homes had previously proposed a smaller 132-lot development. Depending on the magnitude of the annexed property, a DEA may potentially eliminate both of these current moratoriums.

## **7. MANAGERS' REPORTS**

- A. General Manager – Michael Bowers noted the Public Works Board has moved the meeting to November 4<sup>th</sup>. The PWTF Board is currently shorthanded in staff. He will be attending the WASWD Conference later this week.
- B. Manager of Administration – Tonya Christoffersen reported the Lake Stevens Fire department will be including a survey insert with our monthly statement. Also Save the Lake would like to do another insert as well. The District will be signing an agreement with AWC for drug screening. The closing of the duplex should be around the first of October.
- C. Treatment Plant Manager – Michael Bowers reported the work to repair the gravity thickener is underway. The next report will be at the October 13<sup>th</sup> meeting on the status of repair. He thanked the Commissioners for their support of the procurement strategy and “emergency” declaration which looks probably the Plant will be back online for the winter months. G&O had their consultant at the University of Washington come test our plant since our plant is running so well. Barry Baker added the Lake Stevens Treatment plant operators keep the treatment plant in very well maintained and clean. Michael added that presently, our WWTP performance seems to be superior to the Brightwater treatment plant.
- D. Maintenance and Collections Supervisor – Johnathan Dix reported year to date 269.57 GFC's year to date. The District had 33 inspections this month. Paul Knight has recently received his level 3 certification and Kenny received his level 2 certification.

## **8. CITY REPORT – None**

## **9. COMMISSIONERS' REPORT – Commissioner Kirk announced he will not be able to attend the PWTF meeting on November 4<sup>th</sup>.**

## **10. EXECUTIVE SESSION – None**

## **11. CONCLUSION - There being no further business, the Board Meeting was concluded at 9:57 AM.**

Signed at a regular open public meeting this 13<sup>th</sup> day of October, 2016



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Pam Stevens, President and Commissioner

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Frank McDaniel, Secretary and Commissioner


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Brent Kirk, Commissioner

MEETING DATE: Sept 20, 2016

TYPE: Special 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
Raichel McDaniel			(425) 5123	