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

**MINUTES  
 COMMISSIONER MEETING  
 October 13, 2016 9:00 AM**

**Attendees:** Commissioners Pam Stevens, Frank McDaniel and Brent Kirk. Staff: Michael Bowers, Tonya Christoffersen, and Tara Bighouse. Engineering Consultants: Leigh Nelson and Barry Baker, G & O, Rodney Langer, CHS. Legal Counsel: Brad Cattle and Jordan Wallace.

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 McDaniel moved to approve the Consent Items A through I. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: June 14, July 12, 26, Aug 9 & Sept 20, 27		
B. Lien Placements (74)	NA	
Lien Releases (91)	NA	
C. Investments – (see fund balance sheet)	\$522,118.27	
Withdrawals	\$351,694.66	
Transfers	\$9,664.31	
D. Payroll	\$161,773.35	
E. 40 – Maintenance	\$305,395.32	3649-3708 & EFT 90
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	\$116,456.57	3709
H. 58 – Capital Expenditures	\$869.62	3710
I. 60 – PWTF Principle & Interest Payment	NA	

J. Vine Maple Short Plat 2016 DEA – not present.

**4. PUBLIC FORUM – None**

**5. OLD BUSINESS**

- A. Resolution 919: District 2016 Comprehensive Plan Adoption – Michael Bowers noted the summary of the revisions to the Comprehensive Plan will be given by Rodney Langer.

Rodney Langer noted the last draft from May 2016 was presented to the pertinent agencies. He has no changes. He noted they made minor punctuation changes and updated on the significant changes such as, dates for approval and added references to the pre-treatment process, FOG program, etc. The addition of current City changes. Changes to the Lot counts for Lift Station 19 were updated, with no effect to the Lift Station and additional staffing for the field department. After adoption of the Comp Plan it will go to the pertinent agencies, once those agencies adopt the District's Comprehensive Plan it will be considered adopted. Rodney added if there is a change that needs to be made there can be an amendment made to the Comp Plan. There are other instances that may constitute an amendment which can be solved by

Commissioner Kirk moved to approve Resolution 919: District 2016 Comprehensive Plan adoption. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

Rodney Langer noted the next step for the District will be to adopt a General Facility Charge, the updated amount for preparing for the future CIP's the amount is suggested to be \$9000. Michael added it will be added to the agenda at the first meeting in November. Rodney added there are Lift Station 17 upgrade, Lift Station 2C and southwest regional Lift Station costs have been calculated into the proposed GFC. Commissioner Kirk added if the District changes the GFC charge he would like to get the surrounding areas GFC's. Michael added there are other ways to explore options to emphasize growth in areas easier to service. Commissioner McDaniel asked if one area is discounted would we have to make up that money elsewhere. Rodney replied it wouldn't be added to GFC's elsewhere it would need to be reflected in the rates. Michael added there would have to be some rational to discount an area.

- B. Latecomer Basin: Request for Extension of 15 Year Period – Michael Bowers explained the situation of the developer whose project was affected by moratorium areas Lift Station 7 and Lift Station 2 has affected his recovery. Lift Station 8 collection system Michael is recommending the board to reset the 15 year period starting from 2014. Leigh added back in May 2014 the moratorium has been lifted on Lift Station 2. Because of the language in the resolution the clearest solution would be to extend the recovery period from the time the moratorium was lifted in May 2014.

Commissioner Kirk moved to approve the duration of recovery for the latecomer recovery basin subject to the July 11, 2016 Developer request from May 2014 until May 2029 for the Lift Station 8 upgraded collection system. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

- C. Treatment Plant Repairs & Insurance Update – Tonya Christoffersen reported we have received a payment for \$108,000 to pay for all the repairs to the gravity thickener and landscaping as well as the overtime work of the treatment plant workers. She believes Travelers as a whole and the District's agent has done a good job. Michael Bowers added the work is almost complete, the last few items that need to be replaced are anticipated to be complete by the end of next week which is three months earlier than the quotes received. Travelers insurance left the file open for six months in the event there is anything that comes up to be fixed.

## **6. NEW BUSINESS**

- A. Sewer District Pre-Treatment Program Policy Draft – Michael Bowers thanked the staff that worked diligently to put this together. Caitlin Hubbard gave a brief itemized description of the contents of the entire packet. Michael Bowers added the District tried to keep it simple to the needs for what is current in Lake Stevens. The plan is to roll out what this program means to the Business owners, in house analysis of what will be needed to put these processes in place and set a deadline date for compliance with in the next six months. This will include visiting businesses to find out their processes and how they fit in the program. A discussion will need to had about rates and costs associated. The plan is to educate the first quarter in 2017. Commissioner Kirk added it is common to have a program in place and it's beneficial. Michael added when the City approves a permit to add a new business there isn't currently a process in place for the City to make sure new businesses are in compliance. He noted some of the older lines with not much slope are a large problem for FOG. Caitlin showed the letter that will be going out to the Commercial customers.

- B. Commercial GFC Methodology – Michael Bowers showed a PowerPoint presentation on the GC Comparisons between jurisdictions. He showed the different methodologies jurisdictions use to calculate GFC's. He would prefer to keep the District's GFC rates simple. He outlined the District's current methodology and the base line assumptions; 1 ERU is 900 cf/month. The options being purposed are Commercial 3,394 sf/ERU, Religious Institutions 12,843 sf/ERU, Retirement Homes/Assisted Living 3,896 sf/ERU, Car wash 291 sf/ERU, mixed use commercial 4,176 sf/ERU as examples. The issue with the current resolution we could over charge verses what other jurisdictions charge. The Berk study done for the intersection of Hwy 9 and 20<sup>th</sup> Street said a big box store wouldn't be able to afford to come with our current rates. Michaels suggestions is to refine the calculations and existing data, return with a new resolution at the November 10<sup>th</sup> board meeting, consider less than full ERU per unit for multifamily, separate big box retail from small retail, break out grocery stores, fast food restaurants, sit-down restaurants, get away from the number of seats, cars, occupants and not to institute extra GFC charges at this time for high flows or high loads. Commissioner Kirk would also like to see the City get a process for sewer treatment process, especially with the splitting of retail buildings. Rodney Langer added he would encourage rounding of the sq. ft. and the change of use. Commissioner Kirk added the PUD has a set amount they charge and he would be in favor of that as well as not charging the full ERU for multifamily. Michael would like to see uniformity amongst categories and cleaning up the process.

## **7. MANAGERS' REPORTS**

- A. General Manager – Michael Bowers is asking to be included in the State Route 9 and 204 design meetings with Johnathan Dix. On October 27<sup>th</sup> there is a Downtown planning meeting. The City may be looking at the annexation study at their next meeting. On November 4 the meeting with PWTF Board for the revision on the loan.
- B. Manager of Administration – Tonya Christoffersen attended the City Council meeting and the rezoning of the duplex is complete. The Mayor was responsive. Three surplus vehicles were sold at auction; the Ford, the Astro Van and the camel truck. There is meeting on October 27<sup>th</sup> so the next Board Meeting will need to be move the agreed upon change to 3:00pm on October 25<sup>th</sup> was made.
- C. Treatment Plant Manager – Caitlin Hubbard reported the electrical repairs were completed and the plant is planning on using it next week. Jeff will be on call through the storm. GE will be here to look at the membranes which are working very well.
- D. Maintenance and Collections Supervisor – Johnathan Dix was not present. Tonya Christoffersen read the emailed report from Johnathan; currently we are at 270.57 GFC's year to date. Bravo completed potholing the Everett water mains on 99<sup>th</sup> Ave SE for Lift Station 17 force main project. The field crew is preparing for the storms. Johnathan has been in contact with the Mayor of the Town of Coupeville to complete the sale of the surplus generator and it should be completed soon.

## **8. CITY REPORT – None**

## **9. COMMISSIONERS' REPORT – Commissioner Stevens and Michael attended the**

- 10. EXECUTIVE SESSION – The Commissioners will now recess into Executive Session and will last 15 minutes. The purpose of the Executive Session is to review the performance of a public employee. At the conclusion of the Executive Session, there will not be action taken by the Board of**

Commissioners and there will not be any announcements made. The Commission Meeting will be adjourned at the conclusion of the Executive Session.

**11. CONCLUSION** - There being no further business, the Board Meeting was concluded at 10:55 AM.

Signed at a regular open public meeting this 27<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

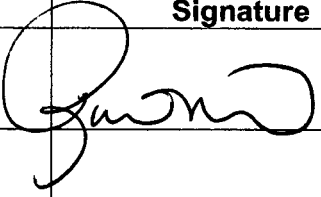
  
\_\_\_\_\_  
Brent Kirk, Commissioner

MEETING DATE: October 13, 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
Rauchel McDaniel		P.O. Box 116 US. WA 98258		—