



1106 Vernon Road, Suite A
 Lake Stevens, WA 98258
 (425) 334-8588 Fax (425) 335-5947
 Website: www.lkstevenssewer.org

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

**MINUTES
 COMMISSIONER MEETING
 December 8, 2016 9:00 AM**

Attendees: Commissioners Pam Stevens, Frank McDaniel and Brent Kirk. Staff: Michael Bowers, Tonya Christoffersen, Johnathan Dix and Tara Bighouse. Engineering Consultant: Barry Baker and Leigh Nelson, G & O. 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 Kirk moved to approve the Consent Items A through I. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Nov 22		
B. Lien Placements (103)	N/A	
Lien Releases (81)	N/A	
C. Investments – (see fund balance sheet)	\$1,304,750.68	
Withdrawals	\$690,457.09	
Transfers	\$686,750.68	
D. Payroll	\$161,330.45	
E. 40 – Maintenance	\$126,416.90	3822-3870 & EFT 92
F. 48 – SRF Principle & Interest Payment	N/A	
G. 50 – City of Lake Stevens Bond Payment	N/A	
H. 58 – Capital Expenditures	\$5,301.43	3871
I. 60 – PWTF Principle & Interest Payment	N/A	

J. Torrington Ridge Addendum to Developer Extension Agreement – Leigh Nelson explained this is an addendum extending this project for one year. This is currently owned by the bank. There is no reason found not to extend. Commissioner Kirk moved to approve the Torrington Ridge Addendum to Developer Extension Agreement. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

4. **PUBLIC FORUM** – None

5. **OLD BUSINESS**

A. Resolution No. 923: Regarding the Timing of the Collections of District GFC's – Michael Bowers explained this resolution is for a fix fee for GFC's administration fee. It will not increase as a percentage. After reviewing the process there is time spend and Commissioner Kirk moved to approve Resolution No. 923: Regarding the Timing of the Collections of District Pay-As-You-Pull GFC's. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

6. **NEW BUSINESS**

A. Resolution No. 920: Adopting a Revised Schedule for Side Sewer Permit and Inspection Fees – Michael Bowers explained the purpose for this resolution, the current resolution 520 from 1994 was the last guide lines. The new schedule is more in depth. Johnathan Dix included the change

to the modification permit not being needed for a minor change to a side sewer when it's an update to the side sewer drawing and easier for the collections staff. Commissioner Kirk moved to approve Resolution No. 920: Adopting a Revised Schedule for Side Sewer Permit and Inspection Fees. Commissioner McDaniel seconded the Motion. The Motion passed unanimously

7. MANAGERS' REPORTS

- A. General Manager – Michael Bowers expressed a land owner's concern with the cost of the ULID 13 assessment. He will be meeting with the land owner later today and wanted to give a heads up to the Commission, since they want to appeal the assessment with the Commission. At this point it is an awareness issue. Commissioner Kirk added he experiences this and questioned why didn't check the title report before purchasing. Brad Cattle recommends the Commission to invite anyone with these questions to come to a meeting to utilize the experts that attend the meeting. Brad read RCW 57.16.090 that stated the owner has 10 days to contest the ULID. The statute is pretty clear, a challenge to this assessment is too late. Barry Baker explained the location and history behind this ULID. The benefit ratio was not there until Davies Estates was built. The District made several attempts to service the area and it didn't work out until Davies Estates was built. He explained the reason why each parcel was assessed the way it was at the time of the ULID. The special benefit amount is from the appraisal report by McCaulley for each parcel. These lots were not developable until sewer was available. The actual assessment for each lot is a percentage (the lot's market benefit divided by the total ULID market benefit) calculated by McCaulley multiplied by a proportion of actual project cost. The assessment is only based on single family residential. Barry explained the numbers were not based on a duplex or sub-dividable land. Tonya explained how it started; the land owner purchased the land in 2011 and was originally working with Lon, then went to the County to find out what the assessment was for and they contacted us.
- B. Manager of Administration – Tonya Christoffersen reminded the Commission the Audit Exit will be December 20th at 9am. She will be doing Beta testing on the new website soon. Caitlin and Tonya spend two days at a class that was very informative on emergency preparedness.
- C. Treatment Plant – Michael Bowers noted everything is going well. The treatment plant staff is doing a good job. Next Wednesday is the bargaining unit meeting. The PWTF Board meeting is scheduled for January 6th.
- D. Maintenance and Collections Supervisor – Johnathan Dix reported there were 297.57 GFC's paid to date and 11 inspections this month. He is preparing to pick up the vactor truck tomorrow, weather permitting. He added Kenny Adams gave his two weeks' notice. He did interviews last Tuesday and believes there were some good applicants.

8. CITY REPORT – None

9. COMMISSIONERS' REPORT – Commissioner McDaniel added the City is preparing to dispose of the City Center building.

10. EXECUTIVE SESSION – None

11. CONCLUSION - There being no further business, the Board Meeting was concluded at 9:49 AM.

Signed at a regular open public meeting this 22nd day of December, 2016



Pam Stevens, President and Commissioner

Frank McDaniel, Secretary and Commissioner

Brent Kirk, Commissioner

