



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 22, 2016 9:00 AM**

Attendees: Commissioners Pam Stevens, Frank McDaniel and Brent Kirk. Staff: Michael Bowers, Tonya Christoffersen, Johnathan Dix, Caitlyn Hubbard and Tara Bighouse. 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.

	AMOUNT	CHECK #'s
A. Minutes: Oct 11, Nov 8, Dec 8 & 13		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments – (see fund balance sheet)	\$686,500.00	
Withdrawals	\$52,075.53	
Transfers	NA	
D. Payroll	NA	
E. 40 – Maintenance	\$79,564.02	3872-3904
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$379,867.30	3905-3906
I. 60 – PWTF Principle & Interest Payment	NA	

J. 2BR Developer Extension Agreement – Johnathan Dix showed the location on the map, it includes approximately 52 ERU and 2 Commercial units. There is no reason found not to extend. Commissioner Kirk moved to approve the 2BR Developer Extension Agreement. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

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

A. Resolution No. 925: Commercial GFC Methodology – Michael Bowers explained G&O took 6 years of water usage data to give updated information to the commercial GFC's and to break down the methodology for calculating different kinds of commercial and multifamily dwellings. Michael noted industrial and manufacturing connection fees are not included in this resolution and will be calculated as they come in for a development agreement. He added some staff discretion will be used on mixed use and new connections that may not fit a specific facility type listed. Commissioner Kirk added he would like to see a notice to the Sewer District added to the City's notification criteria list, particularly for tenant improvements and related changes of use. Michael and John mentioned that we are informally having this discussion and that we need to codify in the City of Lake Stevens code updated procedures. Commissioner Kirk moved to approve Resolution No. 925: modify the District's Commercial General Facility Charge Methodology. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

6. NEW BUSINESS

A. Resolution No. 924: Cooperate in a Network of Water and Wastewater Mutual Aid known as the Mutual Aid and assistance agreement for Washington State for Intrastate water/wastewater agency response network (WARN) – Tonya Christoffersen and Caitlyn Hubbard attended a class about WARN. This network provides emergency connections between water and wastewater districts. There is no cost to the District and is voluntary with no obligation. The District Manager would be a deciding factor on which items and how much is given when needed. Commissioner Kirk moved to approve Resolution No. 924: Cooperate in a Network of Water and Wastewater Mutual Aid Known as the Mutual Aid and assistance agreement for Washington State for Intrastate water/wastewater agency response network (WARN). Commissioner McDaniel seconded the Motion. The Motion passed unanimously

7. MANAGERS' REPORTS

- A. General Manager – Michael Bowers reported the District will be on the PWTF Agenda for their next meeting to modify our loan from a 20 year loan to a 30 year loan. He has submitted a report for the Public Works Board agenda packet for January 6th meeting. He will have a small PowerPoint to go along with his presented report. The PW Board packet should be posted soon for us to download.
- B. Manager of Administration – Tonya Christoffersen reported the new website is coming along very nice and will be up and running soon. It will be informative and we will be able to update it internally. WASWD Commissioner Workshop is February 4th this year.
- C. Treatment Plant – Caitlyn Hubbard reported everything is running well. Bright water has been inquiring about our plant and the process.
- D. Maintenance and Collections Supervisor – Johnathan Dix reported there were 362.57 GFC's paid to date. The new vector truck has been delivered, he is now working on getting the permits filled out and submitted to get the truck legal to be used and driven on the road. Brian Steen was offered the position of Senior Collections System Operator. Johnathan will be doing interviews on January 5th to fill the vacated position by Kenny Adams.

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 9:41 AM.

Signed at a regular open public meeting this 12th day of January, 2017



Pam Stevens, President and Commissioner

Frank McDaniel, Secretary and Commissioner

Brent Kirk, Commissioner

