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

**MINUTES
 COMMISSIONER MEETING
 January 14, 2016, 1:30 PM**

Attendees: Commissioner Pam Stevens, Commissioner and Commissioner Brent Kirk. Staff: Michael Bowers, Tonya Christoffersen, Reuel Klempel, Caitlin Hubbard, Johnathan Dix, Jim Farrell and Tara Bighouse. Engineering Consultants: Leigh Nelson and Barry Baker. Legal Counsel: Brad Cattle. City: Rauchel McDaniel

1. **CALL TO ORDER** - At 1:30 PM, Commissioner Kirk called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Wood led those present at the Meeting in the Flag Salute.
3. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) Commissioner Stevens moved to approve the Consent Items A through I. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Minutes: Nov 24, Dec 8, 10, 18 & 22		
B. Lien Placements (88)	NA	
Lien Releases (85)	NA	
C. Investments – (see fund balance sheet)	\$840,218.50	
Withdrawals	\$237,527.22	
Transfers	\$12,026.09	
D. Payroll	\$164,147.51	
E. 40 – Maintenance	\$170,980.16	2849-2891 & EFT81
F. 48 – SRF Principle & Interest Payment	NA	
G. 56 – 2010A Project Bonds Proceed	NA	
H. 58 – Capital Expenditures	\$18,192.46	2892-2893
I. 60 – PWTF Principle & Interest Payment	NA	

4. **PUBLIC FORUM** – None
5. **OLD BUSINESS** – None
6. **NEW BUSINESS**
 - A. Election of Board Officers for 2016 – Commissioner Stevens nominated Commissioner McDaniel for Board Secretary. Commissioner Kirk seconded the Motion. Motion passed unanimously. Commissioner McDaniel nominated Commissioner Stevens for Board President. Commissioner Kirk seconded the Motion. Motion passed unanimously.
 - B. Employee Recognition – Johnathan Dix congratulated Jim Farrell for ten years of service with the District. Commissioner McDaniel asked what Jim’s does at the District to which Jim replied he is out in the field doing various things from inspections to maintenance.
 - C. Schedule of Monthly Board Meetings in 2016 – Michael Bowers noted Tonya has spoken to each of the Commissioners separately to find a time that works for each of them as to the time of the monthly Board meetings. Discussion ensued regarding the best time for everyone and it was decided to change the time of the meeting from 1:30pm to 9:00am on the same Thursdays via

Resolution started January 28th. Brad Cattle noted the next Board meeting will be a Special Meeting and the Resolution will be brought forth for future meetings.

Michael Bowers brought up the idea of Commissioner Kirk added is long as the voucher signing by the Commission

- D. Procedures for a Petition for Annexation – Michael Bowers reported an area south east of the lake in the UGA, not within the City or District boundaries with a developer/petitioner that would like to annex into the Sewer District. Michael noted because of the Unification Agreement with the City we want to make sure the District is working out the details correctly and timely. He wants to make sure we are communicating with the land owners in that area accurately at both the City and District level. Michael reviews the criteria for annexation to keep everyone informed. Leigh Nelson added more detail of the timeline regarding SEPA and the County, etc. and is about a 6-8 week process. Commissioner Kirk added there will be some issues that need to be looked and prepared for. Commissioner Stevens asked about the expense to the District. Michael replied there could be expenses with servicing extra lines and all that comes with that. He added this item was relayed to the Interim City Administrator, Mary Swenson. Commissioner Kirk added this may help offset cost from Hwy 204 and may make it easier for them to Annex this area into the City at a later date.

7. MANAGERS' REPORTS

- A. General Manager – Michael Bowers reported we have out new Treatment Plant Manager, Reuel Klempel who ran a treatment plant in Eastern Washington for 17 years. We currently have approximately \$260,000 in connections fees paid to date. He added that he is involved in reviewing a couple legislative proposed bills regarding pharmaceuticals treatment at Sewer Treatment Plants to which a few Districts were asked to write a comment on. Barry Baker added it is difficult to treat.
- B. Manager of Administration – Tonya Christoffersen reported she has nothing to report at this time.
- C. Treatment Plant Manager – Reuel Klempel reported everything is going well. He is working on learning the plant and will be going to some future conferences and trainings. He is plugged into a weekly process improvement telephone conference with GE, Brightwater, and others about lessons-learned in running a membrane treatment plant like ours.
- D. Maintenance and Collections Supervisor – Johnathan Dix reported there were 178.94 GFC's collected in 2015 with 202 permits issued. So far in 2016, we have received 24 GFC's and issued 12 permits.

Field staff received CCTV equipment training last week on the 7th in which we found a few warranty items currently being corrected. Field staff will receive software training February 9th through the 10th. We hope to have the CCTV truck conducting routine inspections by March.

Staff is going to acquire the GIS module for our current asset management program. The software will allow us to create a searchable platform for the archival of our CCTV inspection data. In addition, the module will make the program more user friendly by applying a drag and drop interface to the dashboard allowing us to manage work orders from a District base map. This in turn will make the program less labor intensive and more intuitive.

Caitlin Hubbard added she is working on our Biosolids Permit application and the Biosolids Annual Report to DEQ along with some SEPA Checklists and Fats, Oil and Grease (FOG) program elements that she has been working on while waiting for responses from SEPA.

8. CITY REPORT – None.

9. COMMISSIONERS' REPORT – Commissioner Kirk reported he attended WASWD Section 3 meeting with Commissioner McDaniel. It was a good meeting on fresh water. Commissioner Stevens attended the City Council meeting; she felt it had good energy and more inviting.

10. EXECUTIVE SESSION – The Commissioners will now recess into Executive Session at 2:15 pm which will last until 2:45 PM. The purpose of the Executive Session is to discuss with legal counsel legal advice on contract negotiations discussed of which in a public meeting, may disadvantage the District. There will be no action taken by the Commission and there will not be any announcements. At the conclusion of the Executive Session the meeting will resume into regular session and will be adjourned.

11. CONCLUSION - There being no further business, the Board Meeting was concluded at 2:45 PM.

Signed at a regular open public meeting this 28th day of January, 2016



Pam Stevens, President and Commissioner

Frank McDaniel, Secretary and Commissioner

Brent Kirk, Commissioner

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