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

**MINUTES
OF SPECIAL MEETING
BOARD OF COMMISSIONERS**

**February 9, 2016
Utility Committee**

Attendees: Commissioners Pam Stevens, Frank McDaniel and Brent Kirk; Staff: Michael Bowers, Tonya Christoffersen, Tara Bighouse and Caitlin Hubbard

Guests from the City of Lake Stevens: Councilmembers Rauchel McDaniel, Marcus Tagueant and Kim Daughtry, Mayor John Spencer, Interim City Administrator Mary Swenson

1. **Called to Order** at 4:02 pm by Commissioner Stevens. Commissioner Stevens moved into the meeting agenda item "Utility Committee Meeting".
2. **Utility Committee Meeting** – The Committee discussed mutual projects and planning for the Lake Stevens UGA and study areas.
3. **Conclude** – There being no further business, the Special Meeting was concluded at 4:51 pm

Signed at a regular open public meeting this 10th day of March, 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



**Utility Committee Meeting Minutes
February 9, 2016 4:00 pm**

City of Lake Stevens / Lake Stevens Sewer District
1106 Vernon Road, Suite A, Lake Stevens, Washington

1. **Called to Order:** 4:02 PM by Commissioner Pam Stevens
2. **Roll Call:**

Attendees Representing the District: Commissioners Pam Stevens, Frank McDaniel and Brent Kirk; Staff: Michael Bowers, Tonya Christoffersen, Tara Bighouse and Caitlin Hubbard

Attendees Representing the City of Lake Stevens: Councilmembers Rauchel McDaniel, Kim Daughtry and Marcus Tageant, Mayor John Spencer, Interim City Administrator Mary Swenson
3. **Action Items:**
 - a. **Approval of Meeting Minutes of November 24, 2015** – Marcus Tageant moved to approve the November 24th Minutes. John Spencer seconded the motion. Motion passed.
4. **Public Forum:** No public present.
5. **Discussion Items:**
 - a. **Select President for Utility Committee for 2016** – Rauchel McDaniel nominated Marcus Tageant for Utility Committee President for 2016. Councilmember Tageant accepted.
 - b. **City's Downtown Subarea Planning** – John Spencer reported the City is going to prepare a subarea plan; the geographical area has not changed. The core area is downtown on Main Street. They will be going out for RFP for consultant selection next week. He welcomed the Sewer District to have a Commissioner sit on the panel. They would like a few alternatives. They will be setting up boundaries and starting from a fresh slate. Included in the scope will be to address the height question; and the consultant will be working with Staff on five to six principle items to focus on. The City will be forming a citizens committee to help guide the process. Asking the consultant to come up with an outreach program, giving business and land owners the opportunity for input, as well as residences and how they will be affected. They will be working on goals and they would like to create an "investment grade" plan. The City doesn't want anything that won't work. Lake Stevens has a good focal point/town center downtown and he would like to build on that. John Spencer noted his vision is to have a nice quality conferencing center for groups and businesses to have a place to meet or hold regattas; as well as an emphasis and connection point to the Centennial Trail. He knows it will take time, but believes it will bring a new economy to Lake Stevens. He hopes the direction of City Hall will go more toward web based services to free up area for more business, mixed use, etc. Marcus Tageant noted he believes this is the wave of the future and having possibly a store front to keep the presence of City Hall downtown and possibly having the staff out of downtown; this is the vision to see the direction of the City.

John Spencer commented the sewer capacity downtown will not support this vision, so he will be looking forward to working with the Sewer District. Brent Kirk asked if the City will be putting up money for the Shoreline and zoning. John Spencer replied the City will be looking at this and will be looking at a firm to give the best sense of what will work. Michael Bowers added he likes the term used by the Mayor regarding an "investment grade" analysis that includes the cost of

all public infrastructure and which expenses are allocated to public entities versus private development costs. The City is looking at the property on Hwy 9 and 20th Street SE. He's looking at the City financing the feasibility for the drainage system to charge it back via storm water fees. The City will then recover expenses from improving regional drainage here from these fees.

- c. **Highway 204/9 Interchange Schedule** – Mary Swenson reported the State has chosen the design company and the City was offered to come in on the process. The company Parsons was chosen for this project. Once the contract is negotiated they can then get started on the project.
- d. **Grade Road Closure and Repairs** – Mary Swenson reported the City has made an offer to do the repairs. They are working with the Geotech firm to make sure the sewer line remains untouched. Mary stated Mick was out to the site and the road has shifted six more inches in the last month.

John Spencer added looking into imminent domain to help fix the issue to benefit everyone involved since it is wetlands. The City repair scope is anticipated to impact the private property owner on the east side of Grade Road.

- e. **Potential Annexation Request to District** – Michael Bowers mentioned the district has two new employees, introducing Caitlin Hubbard. She has a strong background in biology and chemistry. She has been working on two permits; Bio-solids and the Treatment Plant's 5-year NPDES permit along with associated SEPA documents. Her efforts will bring more tactical work in house.

Michael Bowers went over the location of the sewer moratorium areas on the Southeast corner of the lake in the unincorporated County areas. There is a developer that would like to build in one of the areas and would like to build 132 homes off of 123rd Avenue. He met with the developer and some land owners to see what return on investment they can get in that area if the District partners in a 50-50 split for the cost of new sewer infrastructure. He believes we will see a DEA application which will be dependent on a successful annexation agreement. Once the agreement is signed and a regional lift station and a lift station on the proposed Mountain View Estates is built, we will be able to serve more homes and would lift the moratorium in two areas. Michael would expect in 10 years or less, 500 homes connected in order to pay off the District's investment in the project. A latecomer payback arrangement would give the District a 15-year legal recovery time. He believes the Annexation package will be coming in this summer. Michael pointed out on the map the possible developments that this would open up sewer service too. He has asked Mary Swenson to include this for the City staff and Council to keep informed.

Michael explained the criteria for the Sewer District to annex and the sequence of what will need to come to fruition. He believes this will take around six months. This area is based on the Comprehensive plan and will depend on the topography. Marcus Tageant brought up the idea of traffic and what the roads can handle. John Spencer added he doesn't have anything negative to say about it. Since it is County area it will depend on what they agree too.

Michael mentioned that the District's potential investment in this County area would not include the set-aside funds previously discussed for a downtown lift station to be expanded in the area in which the City is started its refreshed subarea planning.

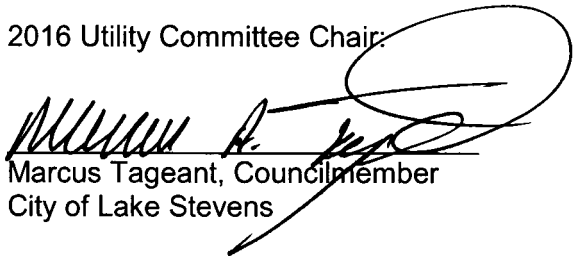
6. Meeting Summary/Next Agenda

- a. **Sewer District Comprehensive Plan Status** – John Spencer commented to combine item (a) and (e), as they go together. Michael Bowers noted CHS is about two months behind on the Comp Plan.
- b. **Sewer District 2015 Fiscal Results**
- c. **Update Growth Forecast (City/District)**
- d. **Hwy 204/9 Design Update**
- e. **RUTA Update and Prior Analysis**

7. **Schedule the Next Meeting** – February 23rd at 4:00pm; this will be the regular scheduled meeting.

8. **Adjourn** – John Spencer moved to adjourn. Kim Daughtry seconded the Motion. Motion carries. The meeting was adjourned at 4:51pm.

2016 Utility Committee Chair:



Marcus Tageant, Councilmember
City of Lake Stevens