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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 23, 2016  
Utility Committee**

**Attendees:** Commissioners Pam Stevens, Frank McDaniel and Brent Kirk; Staff: Michael Bowers, Tonya Christoffersen, Reuel Klempel, Tara Bighouse and Johnathan Dix; District Engineers: Barry Baker G&O

**Guests from the City of Lake Stevens:** Councilmembers Rauchel McDaniel, Marcus Tageant and Kim Daughtry, Interim City Administrator Mary Swenson, Public Works Director Mick Monken and Planning Director Russ Wright

1. **Called to Order** at 3:58 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 4:39 pm

Signed at a regular open public meeting this 10<sup>th</sup> day of March, 2016



Pam Stevens, President and Commissioner

Frank McDaniel, Secretary and Commissioner

Brent Kirk, Commissioner





**Utility Committee Meeting Minutes  
February 23, 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 Councilmember Marcus Tageant
2. **Roll Call:**  
Attendees Representing the District: Commissioners Pam Stevens, Frank McDaniel and Brent Kirk; Staff: Michael Bowers, Tonya Christoffersen, Reuel Klempel, Johnathan Dix and Tara Bighouse. District Engineer Barry Baker.  
Attendees Representing the City of Lake Stevens: Councilmembers Kim Daughtry, Raichel McDaniel and Marcus Tageant, Interim City Administrator Mary Swenson, Planning Director Russ Wright and Public Works Director Mick Monken.
3. **Action Items:**
  - a. **Approval of Meeting Minutes of February 9, 2016** – Kim Daughtry moved to approve the February 9<sup>th</sup> Minutes. Pam Stevens seconded the motion. Motion passed.
4. **Public Forum:** No public present.
5. **Discussion Items:**
  - a. **Introduce New Treatment Plant Manager** – Michael Bowers introduced Reuel Klempel. Reuel came from the Tri-Cities area. He added he is enjoying being here. He gave a brief bio on his experience at his last job. He is familiar with membrane system and previously worked in Edmonds as well.
  - b. **Sewer District Comprehensive Plan Status and RUTA Planning** – Michael Bowers mentioned from a previous request it was asked what the plan for the Sewer District in the RUTA area. He covered the RUTA area south of 20<sup>th</sup> Street; including plans from the Comprehensive plan from 2007 to 2012. It includes several lift stations and basins as the topography does slope downhill toward the City of Snohomish and Highway 2. That said, it is easier to service the west side verses the east side. He noted there may be some growth pressure from the City of Snohomish so it is something he and the Mayor would like to look into. Michael believes a sub area plan at some point in the future might be a good starting point on the west side of Highway 9.

Michael explained northeast of the lake, the industrial area, some initial projects planned for the future from the District's 2007/2010 Comp plan. Marcus Tageant asked if any of the plans get down Machias. Michael replied not in this paperwork; the further south along the east edge of the growth boundary, the more difficult it will be to serve. Hartford Road does pose problems due to wetlands. Marcus also asked about Regional lift stations. Michael responded he does have one planned for the SE Lake region of unincorporated County area.

Mary Swensen added the City is looking at planning well in the RUTA area as the City of Snohomish has also showed interest in this area as well. She would like to be in a position where the City and Sewer District are working together to be looking into this area for serving the communities. Mary added she and John has been over to the County talking to them

regarding this area and they expressed the County has been considering doing away with RUTA area.

Michael mentioned the District is working on wrapping up the Comprehensive plan and will be ready in the next few months to bring it back to the Utility Committee. Brent Kirk added it might be a good plan to show how we can service this area.

- c. **Sewer District 2015 Fiscal Results** – Michael Bowers showed a brief PowerPoint on the proposed budget for 2016 including capital expenses, operations and maintenance with a total debt service increase of \$286,000. This includes the two additional employee hires; the Treatment Plant Manager and Process Analyst II. Also included is the purchasing of the new CCTV Truck and Vactor Truck. The District ended 2015 more than \$500,000 under its approved budget in terms of expenses.

The return on investment focus for 2016 includes selling the duplex and performing project work in-house versus subcontracts. We should be on trend for what is planned in terms of growth revenue and connection fees.

Michael updated on the growth and development forecast. He showed the planned building scheduled for the builders. When we take into account the plans for development interest it brings our per year average to 179 per year potentially for the next 3 years including the current year. Michael is seeing the building economy bounce back after the last downturn. Russ Wright agreed they are feeling it at the City as well. Marcus posed the question about what the buildable land looks like after 2020 with the removed unbuildable land. Russ and Michael explained that the District's Comprehensive Plan is based on the City and County lands studies which take out the unbuildable land protected due to wetlands, slopes, and natural areas. Therefore, the District's planning assumptions are fairly conservative.

- d. **Highway 204/9 Interchange Schedule** – Mick Monken reported the design company has been selected by WADOT: Jacobs. He believes they are a good company. They will be coming out to the public approximately June. They are looking at expanding the scope of work to 4<sup>th</sup> Street and Hwy 9.

Mick Monken updated the Grade Road issues from the Geotech firm, and it is believed the sewer lines look to be impacted a bit since the road settlement is happening at a faster rate. The City has put in an offer to the land owner and hopes to have more answers by April. The Department of Fish and Wildlife could hold up the completion of work; it looks like there is 200 plus feet of that road may need to be repaired this summer.

- e. **Update Growth & Development Forecast (Russ and Michael)** – Michael Bowers covered this item within item c.
- f. **City Fee** – Mary Swenson noted it was her understanding from Michael the City puts together the breakdown estimated to the Utility Committee then it will be taken to the Sewer District Board. Mary added the City prefers not to amend the Unification Agreement at this time and would like to work with the City Council to choose a more formal method by the end of the year for the 2017 City Fee.

## 6. Meeting Summary/Next Agenda

- a. **District Developer Standards and Inspection Fees**

- b. **Sewer District Vactor Work and CCTV Plan**
  - c. **Sewer District Rate and GFC Analysis (April 2016)**
  - d. **Draft Fats-Oils-Greases (FOG) Pre-treatment Plant (April/May 2016)**
7. **Schedule the Next Meeting** – March 22<sup>nd</sup> at 4:00pm; Marcus added he will not be present for this meeting.
8. **Adjourn** – Marcus Tageant adjourned the meeting at 4:39pm.

2016 Utility Committee Chair:



Marcus Tageant, Councilmember  
City of Lake Stevens