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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**

**March 22, 2016
Utility Committee**

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

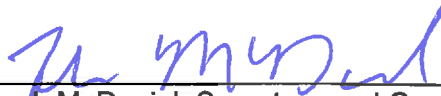
Guests from the City of Lake Stevens: Councilmembers Kim Daughtry, Rauchel McDaniel and Marcus Tageant, Interim City Administrator Mary Swenson, Planning Director Russ Wright and Public Works Director Mick Monken, Planning Barb Stevens.

1. **Called to Order** at 4:01 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 4:28 pm

Signed at a regular open public meeting this 26th day of May, 2016



Pam Stevens, President and Commissioner



Frank McDaniel, Secretary and Commissioner



Brent Kirk, Commissioner



**Utility Committee Meeting Minutes
March 22, 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: Tonya Christoffersen, Reuel Klempel, Johnathan Dix and Tara Bighouse. 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, Planning Barb Stevens.
3. **Action Items:**
 - a. **Approval of Meeting Minutes of February 23, 2016** – Pam Stevens moved to approve the February 9th Minutes. Kim Daughtry seconded the motion. Motion passed.
4. **Public Forum:** No public present.
5. **Discussion Items:**
 - a. **Status of Bio-Solids Removal at Old Treatment Plant** – Caitlin Hubbard went over the schedule for the removal of the bio-solids at the old Treatment Plant. A test run was done and the first removal has started.

Caitlin showed pictures of the progress and the preparation of building the road for the trucks to safely travel on for removal. She also showed pictures of the belt presses and preparation area.
 - b. **Sewer District CCTV and Vactor Truck Operations** – Johnathan Dix briefed the committee on the Districts purchase of a CCTV and Vactor trucks. He went over the benefits for the District owning a CCTV Truck compared to spending money using a vendor. He noted a 50% reduction in current contracted cost with these trucks, with a useful life of about 10 years we would get a return on the investment.

The District went out to bid on a Vactor Truck and will be making a decision to bring back to the District Board soon. We would see a return on investment in about 6 years on this truck. The total cost savings over 10 years is estimated at \$2.2 million.

The District will be sending out educational information and providing information via our website to the communities when the vactor truck is used. The District will also be providing vicinity maps of where staff will be cleaning lines via their website and possibly the Ledger.
 - c. **Fixed Fee for Developer Engineering & Construction Inspections** – Deferred to the next meeting.
 - d. **Misc. City Project Status** – Russ Wright updated the committee on building permits. The City is at 215 permits in so far, there have been increases in Fire permits as well. The City has hired a few new staff members. The City is now online for checking permits and inspections.

Mick Monken provided an update on Grade Road: current observations show there has been some significant settlement to the embankment along the eastside of the road with the concern of an embankment movement, which could impact the road and sewer main within the embankment needing immediate stabilization attention. Since the City doesn't currently have access to the property where the work needs to be performed action will put before the City Council tonight on an ordinance for a condemnation of the private land with the City is hoping will result in the property owner giving the City a use and possession agreement. Mick stated the home owner does not want this so they are hoping the owner will come with a use and possession agreement. He has met with Michael Bowers and Johnathan Dix on the state of the sewer and proposed short and long term action. Any stabilization or utility work will need to be completed prior to any overlay.


The State passed \$1.5 million to perform an interchange justification report (IJR) study for the trestle's east interchange Hwy US 2/204/20th Street SE. WSDOT will be leading the process and will be seeking a consultant to perform this work. The County, City of Everett, and Lake Stevens are the lead agencies outside of WSDOT. The IJR will help take the need for this project to the forefront and position it better to seek funding opportunities. Mick added that recent vehicle trip counts provided by WSDOT show that the trestle gets more daily vehicle trip than the viaduct in Seattle.

The City and County are working on getting the BMX track open in Cavelero Park in the near future. Mick asked what it will take to get sewer up there. It's not needed at this time but will be in the near future.

Public works and the police department have identified many homeless camps and are asking if anyone sees a camp to please let the City know. The City is trying to get a handle on what is required to perform the site cleanup; these sites are considered a bio-hazard. The City is also looking at camps on private property and identifying them as a bio-hazard. The City will be determining if this is a public benefit or not if the City is to perform the services on private property. Brent Kirk added cutting the underbrush to help identify these camps and keeping them cut so they don't come back will also help.

6. **Meeting Summary/Next Agenda**
 - a. **Sewer District Rate and GFC Analysis (April 2016)**
 - b. **Draft Fats-Oils-Greases (FOG) Pre-treatment Plant (April/May 2016)**
7. **Schedule the Next Meeting** – April 26th at 4:00pm and adjourned the meeting..
8. **Adjourn** – Marcus Tageant adjourned the meeting at 4:28pm.

2016 Utility Committee Chair:


Marcus Tageant, Councilmember
City of Lake Stevens