



**Utility Committee Meeting Minutes
May 24, 2016 4:00 pm**

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

1. **Called to Order:** 4:00 PM by Councilmember Marcus Tageant
2. **Roll Call:**
Attendees Representing the District: Commissioners Frank McDaniel and Brent Kirk; Staff: Michael Bowers, Reuel Klempel, Johnathan Dix and Tara Bighouse.
Attendees Representing the City of Lake Stevens: Councilmembers Kim Daughtry, Rauchel McDaniel and Marcus Tageant, Mayor John Spencer, Interim City Administrator Mary Swenson, Community Development Director Russ Wright and Public Works Director Mick Monken.
3. **Action Items:**
 - a. **Approval of Meeting Minutes of April 26, 2016** – There was no quorum from the Lake Stevens Sewer District, the minutes will be moved to the next meeting.
4. **Public Forum:** No public present.
5. **Discussion Items:**
 - a. **District Comprehensive Plan Final Draft** – Michael Bowers started with a PowerPoint presentation of the Comprehensive Plan. The District had a public hearing in May and the reviews have been mailed to the agencies. The district plan will be to receive any input from the agencies and the City for an adoption around August 2016.

Chapters 1 through 3 gives growth assumptions and three scenarios. There is currently an average of 179 ERU's per year expected based on all collaborative planning information to date over next 4 years. Chapter 4 is existing projected flows and the comp plan predicts growth will be drive the earliest upgrade to the Treatment Plant around 2025 only if County 2035 growth targets are realized at that pace. Chapter 5 and 6 is existing collections system and system evolution. The age and conditions concerns, growth and capacity constraints both by Lift Stations are included. The topography challenges and opportunities are by basin. Predominant locations for septic conversions are also indicated. Chapter 7 is the Capital Improvements. The cost of numbers have been refined since the last draft. Repair and upgrades to Lift Station 1C in the short-term are listed. Capacity projects and locations including Lift Station 2C and 17, the Southeast Regional Lift station amongst a few others planned in 3-5 years. Chapter 8 is operation and maintenance including the CCTV truck for inspections, FOG program, a new SCADA and controls modernizations at all lift stations; and maintenance with the new Vactor Truck. Chapter 9 is the financial analysis. The GFC has gone down to about \$9,117.00. The fiscal projections would change the budgeted revenue if 179 or more ERUs of growth per year occur, to help offset the rate increases from \$3.00 to \$2.50. Michael will be looking into refinance options for the low interest loans. The District will also be pursuing grants for energy and the old treatment plant's decommissioning and reuse plan. Chapter 10 Develop project standards: The draft 2009 standards are under review, the DEA approval process with fixed engineering design review costs is currently in draft Resolution form and will be taken before the District Board at the next meeting.

Lastly the next steps over the summer is to update the 5 year financial projections, the commercial GFC methodology, feasibility studies focusing on chokepoints concurrent with possible septic conversation opportunities. Within the first 5 year execution of the District capital plan will be a more detailed plant efficiency and capacity evaluation. For the next purchase cycle of membranes the District will be looking into options and if adding more membranes are the simplest way to go to achieve more peak flow capacity instead of expanding any capital structure capacity at the treatment plant. Commissioner Kirk added he would like to see less I/I and believes it will be more cost effective. Michael Bowers agreed. John Spencer added he believes it's the way to go as well. Reuel added the piping is ready for the next two membrane trains as well. Reuel added it was suggested to look at the ultra violet lights necessity and perhaps we can convince Ecology that we can take this system off-line base on our superior effluent results. Michael added that having a vactor truck and instituting CCTV inspections will greatly assist the District to identify the most problematic I/I locations.

- b. **Misc. City Project Status** – Russ Wright updated the committee on some new Development application projects possibly coming. Mick Monken got notification from the state on the permit to repair Grade Road. The property purchased to fix Grade Road does have wetlands, but the City is still hoping to get it repaired and re-open this year.

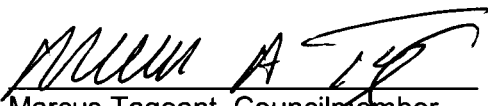
6. **Meeting Summary/Draft Next Agenda**

- a. **Draft Fats-Oils-Greases (FOG) Pre-treatment Plant (June 2016)**
- b. **Treatment Plant Capacity & Efficiency (June 2016)**
- c. **Potential Feasibility Study Areas (July 2016)** ...
- d. **Downtown SubArea Plan Schedule (July/Aug 2016)** – John Spencer noted the City Council is taking off time off in July and August and suggests moving this item to September.

7. **Schedule the Next Meeting** – June 28th at 4:00pm and adjourned the meeting.

8. **Adjourn** – Marcus Tageant adjourned the meeting at 4:47pm.

2016 Utility Committee Chair:



Marcus Tageant, Councilmember
City of Lake Stevens