



1106 Vernon Road, Suite A  
Lake Stevens, WA 98258  
(425) 334-8588 Fax (425) 335-5947  
Website: www.lkstevenssewer.org

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

**MINUTES  
OF SPECIAL MEETING  
BOARD OF COMMISSIONERS**

**October 25, 2016  
Utility Committee**

**Attendees:** Commissioners Pam Stevens, Frank McDaniel and Brent Kirk; Staff: Michael Bowers, Tonya Christoffersen, 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, Mayor John Spencer, Interim City Administrator Mary Swenson, Community Development Director Russ Wright and Public Works Director Mick Monken

1. **Called to Order** at 4:00 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 4:42 pm

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



Pam Stevens, President and Commissioner

Frank McDaniel, Secretary and Commissioner

Brent Kirk, Commissioner





**Utility Committee Meeting Minutes  
October 25, 2016 4:00 pm**

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

1. **Called to Order:** 4:01 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, Johnathan Dix and Tara Bighouse. District Engineer Barry Baker, G&O

Attendees Representing the City of Lake Stevens: Councilmembers Kim Daughtry, Raichel 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 September 27, 2016** – Kim Daughtry moved to approve the September 27, 2016 Minutes. Pam Stevens seconded the motion. Motion passed.
4. **Public Forum:** No public present.
5. **Discussion Items:**
  - a. **City Sub-Area Planning for Downtown** – Russ Wright reported they had a meeting that went very well and there will be different approaches which will be based on fundamentals including expand the North Cove Park, community parking, improving Main Street and rebuilding the Community Center. On November 1<sup>st</sup> there will a community meeting which is scheduled for 6pm currently at the Community Center.
  - b. **District's Commercial GFC Approach** – Michael Bowers showed a PowerPoint presentation comparison between jurisdictions. He explained how other utilities calculate their GFC rates and additional charges. He explained the current policy with the most current updated resolution adopted in 2000. It was noted that without the Sewer District adding more business categories to our GFC calculation resolution - it is difficult for a business development to know what the charge will be. The District is moving toward a more standard approach in the updated resolution. Big Box stores will be calculated with a more realistic approach. Michael explained in more detail the approach the District is leaning toward with some examples in the power point. He showed the comparison of Lake Stevens compared to neighboring cities charges on Commercial sewer, the District will be lowering the amounts to be more consistent and competitive particular for mixed-use properties. The District will refine calculations and existing data, may consider less than full ERU per unit for multifamily, hotel/motel, separating big box store from small professional companies. Our new resolutions will also get away from using calculation methods such as: number of seats, # of cars/parking spaces, or # of occupants. The recommendation from the Commissioners is to use a flat rate based on square footage of potential development types and to round to an easier whole number. John Spencer asked if the District is considering making businesses add a pretreatment process or they can pay a surcharge. Johnathan Dix responded essentially it is a possibility depending on the time and money spent on these businesses. Michael Bowers added the District desires to adopt the standard GFC/square foot approach now and then evaluate the details of a pre-treatment

process with various options. John Spencer asked how the new approach on commercial would affect our revenue. Michael responded that will the net result will be less ERUs calculated per business type, most of our revenue continues to be from housing so our revenue assumptions over the next 5 years should not really change. The District meters water use at commercial businesses; therefore, only GFC connection fees may be impacted. Michael hopes it helps make commercial growth more affordable. Brent Kirk added PUD charges the same across the board to connect and would like to see it be consistent. For instance the District is looking to use the same ERU count as PUD does for multi-family units to be consistent with our utility peer. John Spencer would like to see the District stay as revenue neutral as possible and if it means coming down on costs for commercial and industrial would be possible then he supports it. Johnathan Dix added all industrial would still need to be looked at the same even if the risk is low.

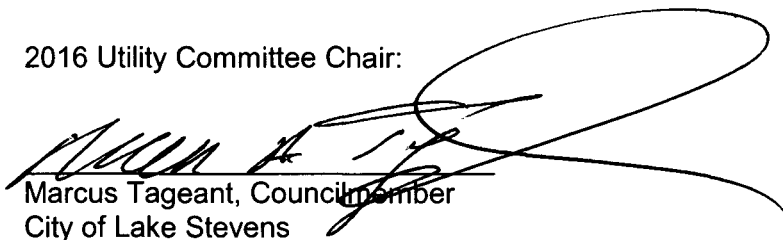
**6. Meeting Summary/Draft Next Agenda**

**a. District Pre-Treatment Program (Fall 2016)** – Michael Bowers will be giving a pre-treatment packet to Mick and Russ to review before the next meeting.

**7. Schedule the Next Meeting** – After discussion the committee's next meeting is scheduled for November 22<sup>nd</sup> has been canceled. The December 27<sup>th</sup> meeting will be held on December 5<sup>th</sup> at 4pm. Michael Bowers added the meeting with the PWTF Board scheduled for November 4<sup>th</sup> has been canceled and will be rescheduled to either the December or January 2017 meeting.

**8. Adjourn** – Marcus Tageant adjourned the meeting at 4:42pm. John Spencer seconded the Motion. The Motion passed unanimously.

2016 Utility Committee Chair:



Marcus Tageant, Councilmember  
City of Lake Stevens