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

**MINUTES  
 COMMISSIONER MEETING  
 January 12, 2017 9:00 AM**

**Attendees:** Commissioners Pam Stevens, Frank McDaniel and Brent Kirk. Staff: Tonya Christoffersen, Johnathan Dix, Caitlyn Hubbard and Tara Bighouse. Legal Counsel: Brad Cattle and Jordan Wallace.

1. **CALL TO ORDER** - At 9:01 AM, Commissioner Stevens called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Stevens led those present at the Meeting in the Flag Salute.
3. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail). Commissioner Kirk moved to approve the Consent Items A through I. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Nov 15, Dec 20, 22		
B. Lien Placements (112)	NA	
Lien Releases (96)	NA	
C. Investments – (see fund balance sheet)	\$530,482.37	
Withdrawals	NA	
Transfers	\$10,369.51	
D. Payroll	\$171,338.36	
E. 40 – Maintenance	\$140,294.34	3907-3959 & EFT 93
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	NA	
I. 60 – PWTF Principle & Interest Payment	NA	

J. Cavaleiro Mixed Use Developer Extension Agreement – not present.

4. **PUBLIC FORUM** – None
5. **OLD BUSINESS**

A. Dues for Membership in Washington Association of Sewer & Water Districts (WASWD) – Tonya Christoffersen reported WASWD’s dues went up by over \$6000. She is seeking input from the Commission on renewing. Commissioner Kirk expressed the need for more information on the L&I program. Tonya explained there L&I program and the refund process. Commissioner Kirk would like to see what the entities that are not a part of WASWD get for compensation for L&I, since that is the only return we get from them. She also explained there is another district that changed to Evergreen Rural and their yearly charge is around \$350.00 per year. Commissioner Kirk noted he did not see much more in their budget and questioned their reason for the increase. Tonya agreed to contact WASWD for answers. Commissioner Stevens noted that a majority of WASWD efforts are related to water and questioned how many of their members are sewer only. Commissioner Stevens suggested asking them for a discount. The Commission asked to wait on making a decision until more information is received.

Discussion ensued regarding the next Commissioner meeting and it was agreed to change the meeting date and time. Commissioner Kirk moved to approve moving the January 26<sup>th</sup> Regular Board Meeting to Tuesday January 24<sup>th</sup> at 3:00pm. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

- B. \$20 Million in 2008 loans from State Public Works Trust Fund and Refinancing – Tonya Christoffersen reported the PWTF Board decided unanimously to extend the loan from 20 to 30 years. Commissioner Kirk added his impression from the Board was how impressed they were on the City and Sewer District work so well together. The PWTF Board was impressed and asked for a write up. Commissioner Kirk moved to approve authorizing Michael Bowers and the Board President sign the loan documents.

## **6. NEW BUSINESS**

- A. Election of Board of Commission Officers for 2017 – Commissioner Stevens nominated Commissioner Kirk for Board President. Commissioner McDaniel seconded the Motion. The Motion passed unanimously. Commissioner McDaniel nominated Commissioner Stevens for Board Secretary. Commissioner Kirk seconded the Motion. The Motion passed unanimously. Commissioner Stevens handed over the meeting to the new President Commissioner Kirk.
- B. Award Contract in the amount of \$49,095.00 to Correct Equipment for SCADA System installations – Johnathan Dix explained this converts the remaining 21 lift stations to the new system. It will save the District approximately \$14,000.00 yearly. Commissioner Stevens moved to approve awarding the Contract in the amount of \$49,095.00 to Correct Equipment for SCADA System installations. Commissioner McDaniel seconded the Motion. The motion passed unanimously.

## **7. MANAGERS' REPORTS**

- A. General Manager – not present
- B. Manager of Administration – Tonya Christoffersen asked the Commissioners who would like to attend the WASWD Commissioner Conference. Commissioner Kirk will attend if Michael Bowers attends. Tonya presented Resolution No. 926: reconfirming the schedule and location of the Commissioner meetings and explained this is a recommendation by legal counsel for housekeeping. Commissioner Stevens moved to approve Resolution No. 926: reconfirming the schedule and location of the Commissioner meetings. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.
- C. Treatment Plant – Caitlyn Hubbard reported everything is running well. Commissioner Kirk noted he commented to the PWTF Board that Brightwater has contacted our Treatment Plant staff to learn more about why our WWTP is operating so efficiently and performing well.
- D. Maintenance and Collections Supervisor – Johnathan Dix reported there were 367.57 GFC's paid and 387 permits paid in 2016. Bryan Steen, the new Senior Collection worker has started and is working out well. He noted there are a few more interviews and discussion before making a decision on the next hire for the open Operator II position.

## **8. CITY REPORT – None**

- 9. COMMISSIONERS' REPORT** – Commissioner McDaniel reported he and Commissioner Kirk went to the WASWD Section 3 meeting and gave a brief report. Commissioner Kirk reported on his surprise on how many increases in revenue across the board from the City meeting. He expressed it was a good meeting with lots of good information and the entities that plan to go out for bond. Commissioner Kirk added they were told the skate park is going to be built this coming summer.

10. EXECUTIVE SESSION – None.

11. CONCLUSION - There being no further business, the Board Meeting was concluded at 9:35 AM.

Signed at a regular open public meeting this 24<sup>th</sup> day of January, 2017



A handwritten signature in black ink, appearing to be "P. Stevens", written over a horizontal line.

Pam Stevens, Secretary and Commissioner

A handwritten signature in black ink, appearing to be "Frank McDaniel", written over a horizontal line.

Frank McDaniel, Commissioner

A handwritten signature in black ink, appearing to be "Brent Kirk", written over a horizontal line.

Brent Kirk, President and Commissioner

