



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
 COMMISSIONER MEETING
 February 23, 2017 9:00 AM**

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

1. **CALL TO ORDER** - At 8:58 AM, Commissioner Kirk called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Kirk led those present at the Meeting in the Flag Salute.
3. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail). Commissioner Stevens moved to approve the Consent Items A through I. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Feb 9 & 14		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments – (see fund balance sheet)	\$411,873.35	
Withdrawals	\$3,140.31	
Transfers	\$9,339.55	
D. Payroll	NA	
E. 40 – Maintenance	\$99,021.39	4046-4080 & EFT94
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$3,140.31	4081
I. 60 – PWTF Principle & Interest Payment	NA	

- J. The Refuge – Not present.
- K. Fairview Terrace DEA – Not present.
- L. Lake Stevens Bartell DEA – Not present.
- M. C47-1 Tyler Construction Plan Approval – Leigh Nelson explained this project location and includes 64 ERU. The plans meet District standards and are recommended for approval. Commissioner Stevens moved to approve C47-1 Tyler Construction Plan approval. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

4. PUBLIC FORUM – None

5. OLD BUSINESS

- A. Highway 9 & Hwy 204 Interchange Design Concepts – Michael Bowers explained this project is in the last few months of coming up with the preferred alternative design decision. He would like to discuss with the Commission the potential cost of moving the sewer line since the District has not allocated funds for this project.

Leigh Nelson explained with the information known at this time in terms of five (5) alternatives being considered, the costs depend on the options. One of the concepts adds an underpass on one lane of 204 causing that area to need a lift station. The other options would be a cut for the sewer line and a rerouting of the flow. Michael added with the current concepts the sewer cost looks to be approximately \$2M to \$3M at the maximum based on what we know at present. Michael asked as we make the sewer system relocations, would it impact growth and capacity of

the lines. Leigh replied based on everything we know today the sewer collection system has adequate capacity. Commissioner Kirk added he would not like to add another small lift station; to which Michael Bowers agreed. Commissioner Kirk added we may need to take a look at the budget. Michael suggested it may be prudent to write a letter from the District to WSDOT suggested the project team set up a coordination meeting with all utility providers that might be impacted.

6. NEW BUSINESS – None

7. MANAGERS' REPORTS

A. General Manager – Michael Bowers reported the Utility Committee Meeting is scheduled for next Tuesday 2/28/17 at 4PM. The follow up on the downtown growth alternatives is the big item on that agenda.

Also, in the spring of 2015 Michael mentioned that the District adopted a 5-year set of goals. He passed out the prior update to the Commissioners and mentioned the District is on track or ahead of schedule with all goals. He asked if any Commissioners desire to add to the goals, please bring them back to a Board meeting in March 2017 for discussion and consideration.

B. Manager of Administration – Tonya Christoffersen reminded the Commission about the increase in WASWD membership. She talked to Twila at WASWD and the increase is based on revenue. Michael commented he would be comfortable staying this year and reevaluating next year based on the direction of the new WASWD executive director. The Commission agreed. Our insurance premium didn't increase as much as anticipated; we will see approximately \$60,000 in savings on the Budget for 2017. Tonya noted our SRF Loan is federal money so the District can expect a federal funds audit later this year.

C. Treatment Plant – Caitlin Hubbard reported the plant is running well. They attended the Wastewater Energy Cohort and it looks like we will be able to save a small percentage per kilowatt-hour based on participation in the PUD cohort. Savings could be as much as \$80,000 depending on the projects and monitoring identified over the next 2 years.

D. Maintenance and Collections Supervisor – Johnathan Dix reported there were 18 GFC's paid. They have 5 of the telemetry systems changed out and are anticipating to be complete by end of next week on the SCADA and alarm upgrades.

8. CITY REPORT – Gene Brazel reported the City met with the Food Bank and are looking at a few locations to build.

9. COMMISSIONERS' REPORT – Commissioner Stevens and McDaniel attended WASWD Section 3 meeting.

10. EXECUTIVE SESSION – The Commissioners will now recess into Executive Session at 9:35 AM to allow a 5 minute recess and will last 1 hour. The purpose of the Executive Session is to discuss with legal counsel contract negotiations. At the conclusion of the Executive Session, there will not be action taken by the Board of Commissioners and there will not be any announcements made. The Commission Meeting will be adjourned at the conclusion of the Executive Session.

At 10:40 AM the Executive Session was formally extended for an additional fifteen minutes. At 10:55

11. CONCLUSION - There being no further business, the Board Meeting was concluded at 10:55 AM.

Signed at a regular open public meeting this 9th day of March, 2017



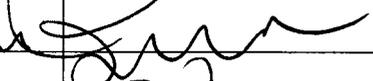
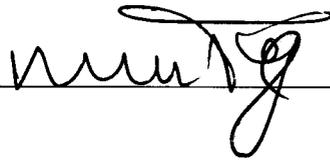
Pam Stevens, Secretary and Commissioner

Frank McDaniel, Commissioner

Brent Kirk, President and Commissioner

VISITOR SIGN-IN

If you would like to address the Board of Commissioners, it will be necessary for you to sign in. Thank you.

Print Name	Signature	Address	Phone	Purpose
Gene Brazel				Lake Stevens Administrator
Ranchel McDaniel		US		City Council member
GARY PETERS HAGEN		Lake Stevens	425. 418 12	City Council
Marcus Taggart		LS		City Council