



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**

**February 28, 2017
Utility Committee**

Attendees: Commissioners Frank McDaniel and Brent Kirk, Commissioner Pam Stevens via telephone; Staff: Michael Bowers, Tonya Christoffersen, Tara Bighouse and Johnathan Dix. District Engineer Barry Baker and Leigh Nelson, G&O

Guests from the City of Lake Stevens: Councilmembers Kim Daughtry, Kurt Hilt and Marcus Tageant, City Administrator Gene Brazel, Community Development Director Russ Wright and Public Works Director Mick Monken

1. **Called to Order** at 4:03 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 4:34 pm

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

MEETING DATE: Feb 28, 2017

TYPE: Special Mtg

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



**Utility Committee Meeting Minutes
February 28, 2017 4:00 pm**

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

1. **Called to Order:** 4:03 PM by Commissioner McDaniel
2. **Roll Call:**

Attendees Representing the District: Commissioners Brent Kirk, Frank McDaniel and Pam Stevens (via telephone); 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, Kurt Hilt and Marcus Tageant, City Administrator Gene Brazel, Community Development Director Russ Wright and Public Works Director Mick Monken
3. **Action Items:**
 - a. **Approval of Meeting Minutes of January 24, 2017** – Marcus Tageant moved to approve the January 24, 2017 Minutes. Kim Daughtry seconded the motion. The Motion passed unanimously.
4. **Public Forum:** No public present.
5. **Discussion Items:**
 - a. **Downtown Lake Stevens Sewer Capacity Options** – Michael Bowers presented a synopsis of the packet handed out which is a synopsis of concept planning and feasibility work since 2005/2006. More recently in the packet is the last 2 years of work which was driven by a potential apartment building project and associated downtown concepts created by City planning staff. He touched on a prior plan for downtown when the unification agreement came about. The sewer capacity studies all came to similar conclusions and now with the new subarea planning work underway – it will determine the need for sewer downtown. It is unlikely that the subarea consultant work will substantially change 10-15 year growth assumptions and capacity needs. Michael noticed that in the short term if City Hall and the Library move, these actions will free up some sewer capacity for redevelopment. Also, with a park, eliminating the cottages it will free up those ERU's to be used in other areas of planning. Michael explained the current remaining new ERU's projected for downtown is 417. He was glad to go through this so there is no over-planning. Since development concept planning in conjunction with the Subarea work will essentially require redevelopment of existing sites that contain buildings and that commercial capacity needs for sewer are much lower than those for residential acreage, unless the concepts change dramatically with finalization of the subarea plan, the projected number of ERUs is likely to be unchanged.

Marcus Tageant asked about lift station 1C upgrades and if any capacity exists for downtown development. Barry Baker explained the largest option to expand lift station 1C would only yield 100 ERU maximum. To be able to service more of downtown it wouldn't be the best option. Lift station 1C is too far from downtown and new force main from lift station 2C will ultimately be required. Barry explained the ground surface and which lift stations are affected by this. Barry walked through the slide presentation from the downtown feasibility study work 2 years ago. The higher the elevation to carry the sewer the more the cost. Barry explained the schematic from previous Comp plans and the current Comp plan takes as much flow off lift station 1C with

some improvements and making lift station 2C a regional lift station, this would also give the ability to take gravity flow off lift station 8C freeing up development to the north to connect into lift station 8C. He gave a breakdown of cost and time and how many ERU's that would give each scenario and the cost goes down the more money is put out now, but someone would have to finance it. Michael explained the total cost would be approximately \$3.5M and it would give the needed ERU for the 20-year timeframe. The final cost per ERU is to be determined based on how much of the work is financed by the District versus a potential development application. It would an additional 385 ERU's, not including the existing ERU's that would not be utilized in the existing plan downtown. Michael recapped where the conversation was left in 2015. The current situation is that the District has place it in the CIP 7-year plan and within its GFC structure, funds for lift station 2C. The developer, when there is one, would be expected to install the force mail from lift station 2C and 1C estimated \$1.8M. The District also plans to fund the CIP and has reserved sufficient capital to make this project happen. This situation would make it the most cost effective and best investment. Russ added this plan was based on the previous downtown plan, this may need to be adjusted for the new downtown plan. Michael explained the District looked at how to count the ERU's for commercial and industrial to help the bottom line. The District has increased the number of square feet that make up an ERU within its updated GFC methodology. As the likely downtown redevelopment scenario includes Mixed Use facilities – the new GFC calculation method will general lower the burden on private costs.

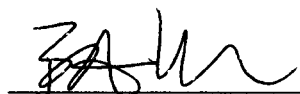
6. Draft Next/Future Agenda Items

- a. **District Quarterly Revenue & Expense Update**
- b. **20th Street Sub-Area Sewer Feasibility Study Draft**
- c. **SR9 and 204**

7. Schedule the Next Meeting – The next meeting is scheduled for March 28th, 2017.

8. Adjourn – Brent Kirk adjourned the meeting at 4:34pm. John Spencer seconded the Motion. The Motion passed unanimously.

2017 Utility Committee Chair:



Brent Kirk, Commissioner
Lake Stevens Sewer District