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 Lake Stevens, WA 98258  
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 Website: [www.lkstevenssewer.org](http://www.lkstevenssewer.org)

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

**MINUTES  
 COMMISSIONER MEETING  
 March 23, 2017 9:00 AM**

**Attendees:** Commissioners Pam Stevens, Frank McDaniel and Brent Kirk. Staff: Michael Bowers, Tonya Christoffersen, Johnathan Dix, Casey Mullins and Tara Bighouse. District Engineers: Barry Baker and Leigh Nelson Legal Counsel: Brad Cattle and Jordan Wallace.

1. **CALL TO ORDER** - At 8:58 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 Stevens 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: Mar 9 & 14                    |               |                  |
| B. Lien Placements (0)                    | NA            |                  |
| Lien Releases (0)                         | NA            |                  |
| C. Investments – (see fund balance sheet) | \$400,000.00  |                  |
| Withdrawals                               | \$5,271.98    |                  |
| Transfers                                 | NA            |                  |
| D. Payroll                                | NA            |                  |
| E. 40 – Maintenance                       | \$113,606.07  | 4128-4167        |
| 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 | \$5,271.98    | 4168-4169        |

- J. Lake Stevens Bartell DEA – Not present
- K. Lyons Gate I DEA – Leigh Nelson showed the location on the map and noted it is a residential development with 33 ERU. It's written that Fairview Terrace will support the sewer for this development. Commissioner Stevens moved to approve Lyons Gate I DEA. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.
- L. Fairview Terrace DEA – Leigh Nelson explained this is one in a string of projects. It is recommended for approval Commissioner Stevens moved to approve Fairview Terrace DEA. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.
- M. Shadowhawk DEA – Not present.
- N. The Refuge DEA – Not present
- O. Vernon Village DEA 2<sup>nd</sup> Addendum – Leigh noted this item they would like to approve. One of the buildings they removed from the DEA connection at this time, as well as the next buildings to connect one at a time using the District Pay-As-You-Pull policy. It is recommended for approval. Commissioner Stevens moved to approve Vernon Village DEA 2<sup>nd</sup> Addendum. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

**4. PUBLIC FORUM – None**

**5. OLD BUSINESS**

- A. Set Public Hearing Date for Easement Vacation – Michael Bowers reminded the Commission of this discussion at a previous meeting. After research of this easement, staff believes there is no reason to vacate the easement. There is a different access point to get sewer to adjacent

properties. Michael would like to schedule the meeting date for the public hearing, he is suggesting April 10<sup>th</sup>, 2017 at 3:30pm for the Special Meeting; which was agreed on by the Commission. Brad Cattle explained the District's plan does not see this easement of value any longer and the District did not appear to pay for this easement. It is no longer a component of the Districts Comprehensive Plan. Commissioner Stevens moved to approve the Public notice and establish the public hearing for April 10<sup>th</sup>. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

## **6. NEW BUSINESS**

- A. Public Hearing SEPA for the Lift Station #17 Upgrade and Force Main Extension – Michael Bowers confirmed we did not get any response on the SEPA notice to our knowledge. Tara Bighouse agreed no replies came into the District offices. He reported G&O is at 90% completion of the design. The District should be ready to move forward soon with contracting and break ground in a few months. Brad Cattle added the Commissioner will need to open the public hearing, listen to any questions or concerns and then close the hearing. Commissioner Kirk opened the Public Hearing. Patrick McCourt, 10515 20<sup>th</sup> St SE Suite 202, Lake Stevens commented, he strongly supports starting this project right away with the cost increasing significantly due to the continued rising construction prices. Michael Bowers added he didn't expect that growth in the vicinity of Lift station #17 would happen so rapidly. Commissioner Kirk closed the public comment of the Public Hearing. Commissioner Stevens moved to approve to proceed with finalizing the 100% design package with our consultant, G&O and bidding the project for construction. Commissioner McDaniel seconded the Motion. The Motion passed unanimously. Michael Bowers and Leigh Nelson clarified this Motion is for both the Lift Station #17 upgrade and Force Main extension. Barry Baker added this is a change in the size of the parts not the size of the actual Lift Station. The anticipation of the need of odor control with the force main extension it will need more odor control which he stated the District has asked them to look at putting in a better odor control system.
- B. Resolution No. 927: Mountain View Estates Annexation – Michael Bowers reported this Resolution is not ready to adopt. The request was not ready but should be ready later this week or next. Leigh Nelson pointed out on the map the location of the adjusted sewer boundary. Leigh explained the process after the resolution is adopted next meeting. Michael added the District would be the initial annexing Agency; the City would be taking the next steps for annexing that part into the City later at the City's discretion. Patrick McCourt added phase 1 of the overall Annexation is in effect by the City up in the Industrial Area near Hwy 92. He doesn't understand why all the area hasn't been annexed; he believes the District should encourage the City to annex all of the UGA. He believes the roof top count is imperative and would like to be a part of a committee to do make all the remaining annexation actions occur. He explained the City said he is welcome to annex by petition the Mountain View area. The City preferred he include an area of approximately 157 homes, which is too many signatures to obtain. He doesn't understand why the City is not annexing where sewer is available instead of working on land farthest away from utility services. He believes there is not a good usable land inventory within the UGA. Getting this issue figured out would benefit all involved. He is happy to see an annexation plan is in place with the City, which is identified in the District's Comp Plan with sewer service available. Commissioner Kirk asked about the land south along Hwy 9. Patrick believes the real annexation opportunities are to the north due to the high cost to develop that area toward the south would not make it viable.

**7. MANAGERS' REPORTS**

- A. General Manager – Michael Bowers reported this coming Monday the District will be meeting with the City regarding development interest on 20<sup>th</sup> Street. According the City staff, there is a considerable interest in possibly buying some land to build in that area.
- B. Manager of Administration – Tonya Christoffersen handed out to the Commission a packet of information to count toward their ongoing education. She thanked Casey for submitting an article to the Pipeline magazine for the write up about Jeff Baisch.
- C. Treatment Plant – Casey Mullins reported the O&M is doing well. They have had no problems keeping up with the flows from winter. They are running well and looking into reducing polymer consumption. Brightwater is very intrigued and will be running out to our plant to take a look. The treatment plant staff is working on their next level of certifications. He thanked Tonya for her help with the article in the Pipeline Magazine for Jeff's "above and beyond" recognition.
- D. Maintenance and Collections Supervisor – Johnathan Dix reported there were no new GFC's paid.

**8. CITY REPORT** – None

**9. COMMISSIONERS' REPORT** – None.

**10. EXECUTIVE SESSION** – The Commissioners will now recess into Executive Session at 9:45 AM to allow a 5 minute recess and will last 50 minutes. The purpose of the Executive Session is to discuss with legal counsel contract negotiations, possible litigation and to review the performance of a public employee. 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 10:35 AM the Executive Session was formally extended for an additional ten minutes. At 10:45 AM the Executive Session was formally extended for an additional ten minutes, concluding at 10:50 AM.

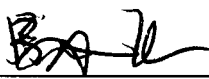
**11. CONCLUSION** - There being no further business, the Board Meeting was concluded at 10:50 AM.

Signed at a regular open public meeting this 10<sup>th</sup> day of April, 2017




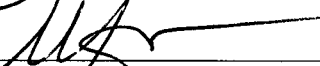

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Pam Stevens, Secretary and Commissioner

  
\_\_\_\_\_  
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 |
|---------------------|---|-------------------------|-----------------|---------|
| Francis McDermid    |  | City of L.S.            |                 |         |
| PATRICK McCOURT     |  | LANDPORT                |                 |         |
| 2027<br>PETERSHAGEN |  | CITY OF<br>LAKE STEVENS | 425<br>418.1245 | CITY    |
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