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

**MINUTES
 COMMISSIONER MEETING
 April 27, 2017 9:00 AM**

Attendees: Commissioners Pam Stevens, Frank McDaniel and Brent Kirk. Staff: Michael Bowers, Tonya Christoffersen, Johnathan Dix, Kim Jones, Mickie Cooper, Casey Mullins and Tara Bighouse. District Engineers: Barry Baker and Leigh Nelson Legal Counsel: Brad Cattle. City Liaison: Councilmember Rauchel McDaniel

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:		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments – (see fund balance sheet)	\$554,184.58	
Withdrawals	\$691,050.80	
Transfers	\$8,260.95	
D. Payroll	NA	
E. 40 – Maintenance	\$118,056.19	4212-4264
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	\$14,308.17	4266
H. 58 – Capital Expenditures	\$16,903.97	4265
I. 60 – PWTF Principle & Interest Payment	NA	

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

A. Vacation of Sewer Easement Public Hearing – Michael Bowers noted at the March 23rd meeting the time line for holding a public hearing was discussed with the Commissioners and proper public notices were made for two consecutive weeks prior to today’s public hearing. Leigh Nelson explained that this easement is no longer needed; another manhole location has been installed to allow the school to connect via the system constructed when the Pasadera development was created. Michael explained the public hearing was posting in the Herald for vacating the prior easement reserved for sewer connection to Glenwood Elementary. Tara Bighouse confirmed there has been no response from the public. Commissioner Kirk opened the public hearing for the vacation of easement for Glenwood elementary. He asked for any discussion from the Commission and public; there was no response. Commissioner Stevens moved to approve the Vacation of Sewer Easement for Glenwood Elementary. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

6. NEW BUSINESS

- A. LEAP System Authorize to Purchase – Michael Bowers reported that the Treatment Plant staff determined that the GE LEAP System would save the District approximately \$26,000 on replacing the actuators every 7 years and energy saving with the PUD that savings could be up to \$50,000 per year. Michael is suggesting not waiting for the Department of Commerce grant, since it is not a guarantee. Purchasing it now will allow installing it this year. Casey Mullins explained it would lessen the usage of the actuators and may eliminate the need for one of the membrane cassettes. In addition to the aforementioned savings, PUD will offer us a local grant based on their energy monitoring before and after installation of the GE upgrade. Commissioner Stevens moved to approve the purchase of the LEAP system in the amount of \$275,000. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

7. MANAGERS' REPORTS

- A. General Manager – Michael Bowers noted there will be an executive session to aid in legal support. He attended a meeting with the City Monday morning and is pleased to see the progress on utility coordination for the future extension of 24th street. He hopes to see as an outcome of this meeting a utility installation phasing proposal at some point in conjunction with the City's hiring of a consultant to design the street extension project.
- B. Manager of Administration – Tonya Christoffersen introduced the new employee Kim Jones. She explained the projects Kim is working on and her assistance for the Management team. She is also working on the new District motto which is intended to be more modern and "green".
- C. Treatment Plant – Casey Mullins reported the processes are running well. The staff is accelerating the cleanup process for the 60th year celebration at the Plant. Casey returned from a conference and will be updating the team on what they learned. GE collaboration with Suez Water, a global international company, shouldn't be an issue for domestic clients.
- D. Maintenance and Collections Supervisor – Johnathan Dix reported 24 GFC's paid to date and 15 inspections. Field staff did a wonderful job on the torrential rain with no problems. They have been out with the CCTV truck. The Vactor and CCTV Trucks will be at the Lake Stevens Expo at the high school this coming Saturday.

- 8. **CITY REPORT** – Raichel McDaniel had nothing to report.

- 9. **COMMISSIONERS' REPORT** – Commissioner McDaniel reported his cousin had to do a repair and appreciated the professionalism from the District and Jim Farrell, the inspector. Commissioner Kirk requested the creation of a structured list that defines what constitutes an official Commissioner Meeting for purposes of compensation. He would also like to have a discussion of the possibility of changing the District charter to support a five member Commission Board, which appears to be more customary for a District of our size. He has concerns about not being able to talk with another Commissioner without violating open meetings rules. Commissioner Stevens agreed with the idea of looking into expanding to five Commissioners as growth is only going to continue. Commissioner Kirk feels that a larger board may provide more representative governance for the District and allow for the creation of sub-committees with City officials for handling unification and other topics without the need for a quorum. He would like to add this to the next agenda for discussion.

- 10. **EXECUTIVE SESSION** – The Commissioners will now recess into Executive Session at 9:25 AM to allow a 5 minute recess and will last 30 minutes. The purpose of the Executive Session is to discuss with legal a potential litigation issue. 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 10:00 AM the Executive Session was formally extended for an additional 15 minutes. At 10:15 AM.

11. CONCLUSION - There being no further business, the Board Meeting was concluded at 10:15 AM.

Signed at a regular open public meeting this 11th day of May, 2017



Pam Stevens, Secretary and Commissioner

Frank McDaniel, Commissioner

Brent Kirk, President and Commissioner

