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 Website: www.lkstevenssewer.org

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

**MINUTES  
 COMMISSIONER MEETING  
 June 26, 2017 1:00 PM**

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

1. **CALL TO ORDER** - At 1:00 PM, 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.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: May 31, June 8 & 13		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments – (see fund balance sheet)	\$775,962.90	
Withdrawals	\$1,733,589.90	
Transfers	\$271,113.16	
D. Payroll	NA	
E. 40 – Maintenance	\$143,581.30	4390-4435
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$148,071.48	4440-4443
I. 60 – P WTF Principle & Interest Payment	\$1,325,518.42	4444

- J. Hillcrest Estates DEA – Leigh Nelson showed the location on the map, it has 12 ERU's. It is recommended for approval. Commissioner Stevens moved to approve Hillcrest Estates DEA. Commissioner Kirk seconded the Motion. The Motion passed unanimously.
- K. C47-1 Tyler Addendum to DEA – Leigh Nelson noted this amendment reduces the number of ERU from 67 to 64. It is recommended for approval. Commissioner Stevens moved to approve C47-1 Tyler Addendum to DEA. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.
- L. Nourse DEA Addendum – not available.
- M. Hartford Industrial DEA – Leigh Nelson showed the location on the map, it includes 7 lots. The permits are pay as you pull. Once the lots are determined who will be in there the number of ERU's at that time. Commissioner Stevens moved to approve Hartford Industrial DEA. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

**4. PUBLIC FORUM** – None

**5. OLD BUSINESS**

- A. Draft Resolution No. 932: Per Diem Policy for Commissioners – Tonya Christoffersen explained the previous resolution as it was defined. She noted paragraph three has been added to the existing resolution draft. Commissioner Kirk believes it to be a broad way to describe in this

resolution. He explained his intent was to have compensation cover a meeting a Commissioner is asked to attend for District related information. Michael Bowers added his need to talk to a Commissioner regarding packets, meeting preparation, etc.. Brad Cattle suggested individual meetings with management would set a precedence and should be defined in the resolution. Commissioner McDaniel added he doesn't believe payment is necessary, he would like to see a scheduled workshop if discussion is needed. He liked the idea of scheduling time with managers as needed like a work session. Tonya Christoffersen will be watching for any further input from the Commissioners for this resolution to be brought back as early as the next meeting.

## **6. NEW BUSINESS**

- A. Resolution No. 930: Begin Due Diligence Process of City and District Unification – Michael Bowers explained this resolution is to start the due diligence process to unify the District with the City in the next 5-7 years. It outlines a timeline and scope of work. The first item would be hiring an outside company or companies to begin the process. Brad Cattle added this resolution provides the process. Commissioner Kirk noted a comment from the public hearing of keeping the City and District in good relations. He believes after his term is up in January they can decide to go to a 5 member board or not. Commissioner Stevens asked for more time to review the Resolution as she has had some family emergencies. She excused herself from the rest of the meeting. Commissioner McDaniel is ok approving this Resolution. Commissioner Kirk agrees with the Resolution also, however he would like to have all three Commissioners sign it and be on board. Commissioner Kirk and McDaniel asked for a week to hold a special meeting so all three commissioners can be present to approve the resolution.
- B. Resolution No. 931 Declare Treatment plant Subaru Wagon as surplus – Commissioner McDaniel moved to approve Resolution No. 931 Declare Treatment plant Subaru Wagon as surplus. Commissioner Kirk seconded the Motion. The Motion passed unanimously.

## **7. MANAGERS' REPORTS**

- A. General Manager – Michael Bowers reported on Lennar's progress at Eagle Glen. They have fixed almost all of the problem areas. He has reported this to the City. He gave kudos to the contractor.
- B. Manager of Administration – Tonya Christoffersen reported the County approved the Mountain View annexation without the need to go to the Boundary Review Board. The District's website is up and running. The District's 60<sup>th</sup> Celebration was a success with approximately 85 people in attendance. She thanked Kim Jones for her work on putting it all together. The new slogan was also awarded to the winners. The District painted the Admin building "purple" to support cancer awareness.
- C. Treatment Plant – Casey Mullins reported the flows are down, there was a controls issue this weekend, both Casey Mullins and Ron Hoole found and fixed the problem rather quickly. He noted the plant and staff did a good job getting the plant ready for the 60<sup>th</sup> celebration. Tonya Christoffersen added the wine glass of effluent at the end of the tour was great P.R..
- D. Maintenance and Collections Supervisor – Johnathan Dix reported 30 GFCs paid to date. The CCTV and vactor truck was present at the Touch a Truck event for Relay for Life. Michael Bowers added he stopped by and saw how many kids enjoyed checking out the remote camera system.

**8. CITY REPORT** – Gene Brazel, City Administrator thanked the District for the invitation to the 60<sup>th</sup> celebration, he and staff enjoyed it.


**9. COMMISSIONERS' REPORT** – Commissioner McDaniel attended the 60<sup>th</sup> celebration, it was a good event. He noted Fire Chief O'Brien took a few tours he enjoyed it so much.

**10. EXECUTIVE SESSION** – None

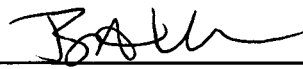
**11. CONCLUSION** - There being no further business, the Board Meeting was concluded at 1:42 PM.

Signed at a regular open public meeting this 13<sup>th</sup> day of July, 2017



  
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Pam Stevens, Secretary and Commissioner

  
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Frank McDaniel, Commissioner

  
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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
Sally Jo Sebring	<i>Sally Jo Sebring</i>	1023 99th Ave SE Lk Stevens		—
Dick Todd	<i>Dick Todd</i>	825-99th Ave SE Lk St		
Michelle Hampton	<i>M Hampton</i>	L.S.		Mtg.