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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  
 July 13, 2017 9:00 AM**

**Attendees:** Commissioners Pam Stevens, Frank McDaniel and Brent Kirk. Staff: Michael Bowers, Tonya Christoffersen, Kim Jones, and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson Legal Counsel: Brad Cattle. City Liaison: Gene Brazel, Council member Rauchel McDaniel, Audience: Michele Hampton

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.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: June 26 <sup>th</sup> 2017		
B. Lien Placements (82)	NA	
Lien Releases (123)	NA	
C. Investments – (see fund balance sheet)	\$401,595.00	
Withdrawals	\$135,874.10	
Transfers	\$51,823.58	
D. Payroll	\$175,706.30	
E. 40 – Maintenance	\$104,249.29	4445-4484 & EFT 99
F. 48 – SRF Principle & Interest Payment	\$135,201.29	4486
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$772.81	4485
I. 60 – PWTF Principle & Interest Payment	NA	

4. **PUBLIC FORUM** – None

5. **OLD BUSINESS**

A. Resolution No. 930 Begin due diligence process of City & District Unification - Michael Bowers explained the resolution is to start the due diligence process to unify the District with the City in the next 5-7 years. Michael explained the unification process; it can be mutually accelerated between the City of Lake Stevens and the District per the present Unification Agreement signed in 2005. Modifying the current contract with the City is to be contingent on a 3<sup>rd</sup> party performing due diligence per the draft scope of work included in the Commissions packet. Michael outlined the process: legal/public hearings as outlined in resolution, financial plans, labor, risk management, accounting, and other factors described in the resolution and scope of work draft. Michael stated the concerns of the Commissioners were to make sure there is no risk to the financial forecast within the District's 10-year plan. Should Commissioners agree to approve today's resolution, Gene with the City of Lake Stevens and Michael would begin the hiring process for consultants: solicit proposals, cost, and time line. Michael stated based on his conversation with Gene yesterday they would start the process between now and the next city council meeting in August. The City council has not signed a similar resolution at the moment.

Michael asked the Commissioners if they had any questions regarding the process and the Resolution. Discussion ensued regarding the type of meeting required if two commissioners were present at the planning meetings. Michael mentioned they would need to be publicly announced, but typically contract negotiations between two agencies fall under executive session.

Commissioner Kirk entertained a Motion; Commissioner McDaniel moved to approve Resolution No. 930 Begin due diligence process of City & District Unification. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

## **6. NEW BUSINESS**

### **7. MANAGERS' REPORTS**

- A. General Manager – Michael Bowers reported next week is a young professional's forum at Alderwood from 10am-3pm, all the waste water and water districts have invited young professionals to hear where the districts are headed. Michael was invited to be a speaker to cover industry trends. There are five General Managers participating.
- B. Manager of Administration – Tonya Christoffersen announced the new website has been launched and requested Commissioners look over the new site. Tonya asked for any comments regarding the draft resolution regarding the meeting compensation from last week- there were no questions. Tonya stated Hotels have been booked for WASWD Sept 27-29<sup>th</sup> in Wenatchee.
- C. Treatment Plant – Casey Mullins reported operations are averaging 2MGD which is normal for summer, plant is performing nicely. There is a tentative delivery date for LEAP upgrade components August 10<sup>th</sup>. Upon receipt, they will lock in timetable for installation with GE and schedule with the plant crew. Jeff is proactively doing all recovery cleans ahead of schedule, and all 6 trains are ready for upgrades. Casey has a request out for more information exploring options for local control engineering support vendor systems, critical failure analysis, hardware and software upgrade by priority and age, and cybersecurity. Connelly engineering advised we will be needing replacement of "wear" items within 2 years or so. Their plan is to stay on top of these items. The old treatment plant pond is nearing dry status; the Department of Ecology will come and assess remaining biosolids volume and will request simplest path to finish the decommission work. They already have the general requirements; actual site visit by Ecology will solidify path to finish line.
- D. Maintenance and Collections Supervisor – Jonathan Dix is not present

**8. CITY REPORT** – Gene reported temporary city hall has power, they have changed the scope of work on the driveway, it has been modified with a ramp to North Cove Park and will have it paved. Eric is up walking Callow road for maintenance work. City council is off until August.

**9. COMMISSIONERS' REPORT** – Commissioner Brent Kirk reported Jim with WASWD passed the bill at the state to waive fees for filing liens. Tonya stated that it is only for city, not special districts. They have waived before in past. Tonya reported Garth Fell with Snohomish County stated it has been raised \$1.00, Tonya will reach out for confirmation in regards to not being charged for lien placement and release.

Commissioner Kirk was asked by Kevin Kosche to be part of a video on what makes a good commissioner. He stated his agreement in the video was not to endorse Kevin Kosche but to offer objective information. Discussion ensued between Commissioners that it would look like Brent is endorsing Kevin. Commissioner Kirk stated that he is not personally endorsing Kevin and agreed that he would do the video again but it is not endorsing Kevin. The commissioners asked if Commissioner Kirk would be willing to do a video for every candidate running, he agreed- if it was to provide objective information.

**10. EXECUTIVE SESSION** – The Commissioners will now recess into Executive Session at 9:15 AM to allow a 5-minute recess to excuse the general public; it is estimated that executive session will last 50 minutes. The purpose of the Executive Session is to discuss with legal 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. The executive session ended at 10:05 am.

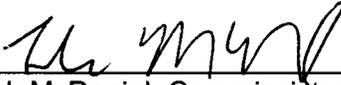
At 10:05 AM the Executive Session was formally extended for an additional 10 minutes.

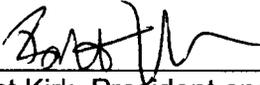
**11. CONCLUSION** - There being no further business, the Board Meeting was concluded at 10:15 AM.

Signed at a regular open public meeting this 27<sup>th</sup> day of July, 2017



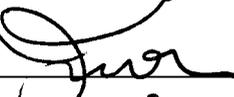
  
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Pam Stevens, Secretary and Commissioner

  
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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
Creme Bazel		City		meeting
Raucher McDani		City		meeting
Michele Hampton		L.S		Mtg