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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
 October 26, 2017 9:00 AM**

Attendees: Commissioners Frank McDaniel and Brent Kirk. Staff: Tara Bighouse, Johnathan Dix, Kim Jones, Casey Mullins, Paul Knight, Caitlin Hubbard and Mickie Cooper. District Engineers: Barry Baker and Leigh Nelson Legal Counsel: Brad Cattle.

1. **CALL TO ORDER** - At 9:00 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 McDaniel moved to approve the Consent Items A through I. Commissioner Kirk seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Sept 25		
B. Lien Placements (71)	NA	
Lien Releases (71)	NA	
C. Investments	\$438,983.40	
Withdrawals	\$1,834,770.70	
Transfers	\$16,623.36	
D. Payroll	NA	
E. 40 – Maintenance	\$173,243.69	4741-4791
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$9,272.99	4792
I. 60 – PWTF Principle & Interest Payment	NA	

J. Mission Ridge Addendum to DEA – Not present

4. **PUBLIC FORUM** – Kevin Koche - 521 S Lake Stevens Rd – He asked if the Moss Adams report is available yet. Commissioner Kirk replied it should be complete in November. Kevin asked about the possible savings mentioned by Michael Bowers of \$150,000 and asked who manages that now that he is not with the District. Commissioner Kirk replied the new General Manager, Commissioner or Tonya would be taking this over. Mickie Cooper added the District is looking into having Dave Tregesar, DA Davidson present on the positives and negatives of the bond refinancing.

5. OLD BUSINESS

- A. South Lake Stevens Regional Feasibility Study Figures 1 & 2 Discussion – Leigh Nelson reported there are two figures presented to the Board. Commissioner Kirk asked if the District acquired the property yet. Patrick McCourt reported there is a verbal agreement with the Property Owner; it is underway. Barry Baker explained the pumps they are looking at both dry and wet well pumps, the suction pump will most likely not be an option due to the depth. Leigh noted the final report should be available in the next few weeks.

6. NEW BUSINESS

- A. Pellerin Annexation – Leigh Nelson showed the location on the map and explained the paperwork is for cost sharing; in the document preparation. The Commission agreed to have staff move forward on this annexation paperwork.

B. Vactor Decant Station Predesign Report Proposal – Johnathan Dix explained \$14,580.00. Commissioner McDaniel asked how much could this project cost. Johnathan Dix replied the options are vast and the cost is difficult to calculate. Barry Baker noted the budgeted amount is \$150,000.00 because there are many factors. There isn't sufficient information to correctly calculate this. He is recommending to do the predesign so there is a more calculated study on the various options. Commissioner Kirk added it would be nice to see what other Districts are charging to dump. City admin noted the City is very interested in partnering, he noted the PUD is also interested in partnering. He helped Monroe build their disposal site. Commissioner Kirk moved to approve the Vactor Decant Station Predesign Report Proposal. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

7. MANAGERS' REPORTS

- A. General Manager – see item B.
- B. Manager of Administration – not present.
- C. Treatment Plant – Casey Mullins reported flow is just over 2.5 and are normal for this time of year. Caitlin Hubbard attended the PNCWA conference in Vancouver and she presented a class with Doug Welch, Gray and Osborne.
- D. Manager of Collections – Johnathan Dix reported our GFC's are at 111.67 year to date. He is ready to go out for bids on the Lift Station 17 upgrade. They are set for a pre-bid conference meeting on for bidders who wanted to know more about the project. The field has been able to complete 70% of the CCTV of the lines.

8. CITY REPORT – Gene Brazel reported the City Hall is moving along. The vegetation has been removed and recycles. There was a small amount of asbestos that will be being removed soon then the building will come down. The trestle congestion project is something the City is working hard on. The report to replace the trestle is due to the Legislature by January 8, 2018.

9. COMMISSIONERS' REPORT – Commissioner Kirk noted one item he was working on with Michael Bowers to get the GFC's calculations and late comers, etc. He would like to see this get done and would be willing to be a volunteer to have Commissioner Kirk noted there will be a Special Meeting October 30th at 3pm. It will go right into Executive session.

10. EXECUTIVE SESSION – None

11. CONCLUSION – The Board Meeting was concluded at 9:25 AM.

Signed at a regular open public meeting this 9th day of November, 2017



A handwritten signature in blue ink, appearing to read "Pam Stevens".

Pam Stevens, Secretary and Commissioner

A handwritten signature in blue ink, appearing to read "Frank McDaniel".

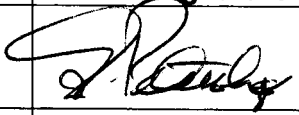
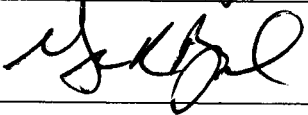

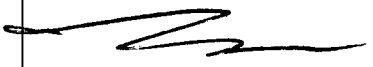
Frank McDaniel, Commissioner

A handwritten signature in blue ink, appearing to read "Brent Kirk".

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
BARY PETERSHAGEN		Lk. Stevens	425 418.1245	Comm REP.
Paul Knight	Paul Knight			LSSD
Gene Brazel				City of Lake Stevens
Michele Hampton		Lk Stevens	425 403 4250	Mtg
Kam Koo				self interest
Darrah McLain	