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

**MINUTES  
OF SPECIAL MEETING  
BOARD OF COMMISSIONERS**

**January 24, 2017  
Utility Committee**

**Attendees:** Commissioners Pam Stevens, Frank McDaniel and Brent Kirk; Staff: Michael Bowers, Tonya Christoffersen, Tara Bighouse and Johnathan Dix. District Engineer Barry Baker, G&O

**Guests from the City of Lake Stevens:** Councilmembers Rauchel McDaniel, Marcus Tageant and Kim Daughtry, Mayor John Spencer, City Administrator Gene Brazel

1. **Called to Order** at 4:02 pm by Commissioner Stevens. Commissioner Stevens moved into the meeting agenda item "Utility Committee Meeting".
2. **Utility Committee Meeting** – The Committee discussed mutual projects and planning for the Lake Stevens UGA and study areas.
3. **Conclude** – There being no further business, the Special Meeting was concluded at 4:47 pm

Signed at a regular open public meeting this 9<sup>th</sup> day of February, 2017



Pam Stevens, Secretary and Commissioner

Frank McDaniel, Commissioner

Brent Kirk, President and Commissioner

MEETING DATE: Jan 24, 2017

TYPE: Special Mtg

**VISITOR SIGN-IN**

*If you would like to address the Board of Commissioners, it will be necessary for you to sign in. Thank you.*

<b>Print Name</b>	<b>Signature</b>	<b>Address</b>	<b>Phone</b>	<b>Purpose</b>



**Utility Committee Meeting Minutes  
January 24, 2017 4:00 pm**

City of Lake Stevens / Lake Stevens Sewer District  
1106 Vernon Road, Suite A, Lake Stevens, Washington

1. **Called to Order:** 4:03 PM by Councilmember Marcus Tageant
2. **Roll Call:**  
Attendees Representing the District: Commissioners Pam Stevens, Frank McDaniel and Brent Kirk; Staff: Michael Bowers, Tonya Christoffersen, Johnathan Dix and Tara Bighouse. District Engineer Barry Baker, G&O  
Attendees Representing the City of Lake Stevens: Councilmembers Kim Daughtry, Raichel McDaniel and Marcus Tageant, Mayor John Spencer, City Administrator Gene Brazel
3. **Action Items:**
  - a. **Approval of Meeting Minutes of October 25, 2016** – Pam Stevens moved to approve the October 25, 2016 Minutes. John Spencer seconded the motion. The Motion passed unanimously.
4. **Public Forum:** No public present.
5. **Discussion Items:**
  - a. **Select President of the 2017 Utility Committee** – Marcus Tageant handed the meeting over to Sewer District. Pam Stevens nominated Brent Kirk as Utility Committee President. Frank McDaniel seconded the nomination. The Motion passed unanimously.
  - b. **Sewer District 5-Year Capital Project Plan** – Michael Bowers showed the current active projects on the map. The District is in the midst of doing a feasibility study on the south east side of 20<sup>th</sup> Street and will be contacting the City when the draft evaluation is in hand.

Michael Bowers explained a couple projects with the most uncertainty: the bio-solids removal may be easier than the placeholder of \$1.6 million depending on the decision from DOE which may allow tilling the remaining bio-solids into the land instead of hauling the final 20% to Eastern Washington. Marcus Tageant asked how much savings is expecting. Michael isn't sure depending on what cleanup requirements for decommissioning will be, but perhaps \$1.0 million. District staff has a meeting with the County next week to discuss possible restoration options for the Old Plant site. The other area with the most uncertainty is relocation of the sewer system utility as a result of the Hwy 9/204 interchange. Per our Comprehensive Plan capital project list, no funds have been allocated for this need.

Michael explained the areas the District has money designated for improvements. Currently the two major areas are in downtown Lake Stevens per the prior proposed apartment building feasibility study work and in the unincorporated SE quadrant of the Lake Stevens UGA where the District had entertained a proposal from D.R. Horton for 132 homes which appears to be on hold pending a new developer evaluating annexation options and infrastructure costs. Michael mentioned that the District previously paid for the SW Interceptor installed in 20th Street SE, so at the moment we have no additional funds allocated for growth in this zone. He is presented this refresher as an update to last year's CIP planning and Comprehensive Plan work to ensure the City and District are collaborating on priorities.

Without re-prioritization, at the moment it looks like the District can afford to co-invest in growth projects in two directions but not 3 or 4. John Spencer asked what capacity is available in Frontier Village. Barry Baker doesn't believe there are capacity issues but he and Michael will take a look in our recent Comp Plan work to confirm. John Spencer and Marcus also asked to have an update at the next meeting to provide a refresh on downtown Lake Stevens subarea planning. Barry Baker explained Lift Station 2C does not replace Lift Station 1C, but it needs repairs aside from the Lift Station 2C upgrade. Michael and Barry recalled the 2C upgrades and the associated force main work from 2C to 1C is about \$3.5 million or so.

Michael Bowers asked the City what the plan for growth and need. John Spencer replied the downtown planning is the current area for most of the effort. In the next 4-5 years 20<sup>th</sup> Street, these two areas that rise to the top for growth in jobs; commercial, industrial, etc.. Michael added having a developer past the concept phase would greatly assist to get things fine-tuned to work better with the City on an overall scope. Gene Brazel asked about the feasibility study in the Southeast area of 20<sup>th</sup> Street within the unincorporated County. Michael explained there is a developer that would like to develop and also annex into the City limits but the developer that took over from D.R. Horton needs to update cost estimates and put a timeline together to figure out the size of the probably annexation. Commissioner Kirk added his concerns with density and he would like to see Commercial jobs as well as downtown development and asked where priority is for the City. John Spencer replied downtown, then 20<sup>th</sup> Street.

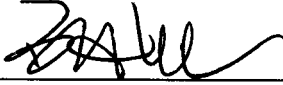
- c. **Debt Cash-Flow of PWTF Loan Modification** – Michael Bowers reported on a successful presentation to the PWTF Board extending the loan from 20 years to 30 years. He added this will potentially free up money for more capital projects. He added PWTF Board was impressed by the collaboration between the City and District team that went to Olympia.
- d. **City Sub-Area Planning for Downtown** – John Spencer reported there is a community meeting tomorrow night and the focus is on improving and potentially expanding the park, adding a bike lane, adding parallel parking, working towards a community conference center and what it could look like if City Hall is built downtown. He believes keeping it historic downtown is what will be preferred. The anticipation is a specific density. There also seems to be a strong interest from developers, hotel, boutique shops, etc. John was happy to see a continued interest by the citizens. He also sees the demand for park space.
- e. **Hwy 9/Hwy 204 Design Alternatives Schedule** – John Spencer reported WSDOT has narrowed the designs to three, Kimco met with them as well and gave input, and development will depend on what is done at the major intersection. It looks like it may be an underpass; the plan is to make a decision by May-July with the construction completion anticipated by 2021. He added there is a lot happening in Olympia, partially prompted by the City to help the trestle improvement. John Spencer mentioned working out a way for the State to give money to the City for them to leverage loan funds to do the Interchange in one construction phase because the funding is split with a gap at the moment regarding how the Transportation Bill was created. John believes Hwy 9 will mostly be an underpass with a graded wall.

## 6. **Draft Next/Future Agenda Items**

- a. **District Quarterly Revenue & Expense Update**
- b. **City Growth Forecast - # of ERUs per year (min. 2x per year)**
- c. **20<sup>th</sup> Street Sub-Area Sewer Feasibility Study Draft**

7. **Schedule the Next Meeting** – After discussion the committee's next meeting is scheduled for February 28<sup>th</sup>, 2017.
8. **Adjourn** – Brent Kirk adjourned the meeting at 4:47pm. John Spencer seconded the Motion. The Motion passed unanimously.

2016 Utility Committee Chair:



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Brent Kirk, Commissioner  
Lake Stevens Sewer District