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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**

**August 22, 2017  
Utility Committee**

**Attendees:** Commissioners Pam Stevens, Frank McDaniel and Brent Kirk; Staff: Michael Bowers, Tonya Christoffersen, Johnathan Dix, Kim Jones and Tara Bighouse.

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

1. **Called to Order** at 4:01 pm by Commissioner Kirk. Commissioner Kirk 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 4:53 pm

Signed at a regular open public meeting this 24<sup>th</sup> day of August, 2017



Pam Stevens, Secretary and Commissioner

Frank McDaniel, Commissioner

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
Michele Hampton		L.S.		Mtg



**Utility Committee Meeting Minutes  
August 22, 2017 4:00 pm**

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

1. **Called to Order:** 4:01 PM by Commissioner Brent Kirk
2. **Roll Call:**

Attendees Representing the District: Commissioners Pam Stevens, Frank McDaniel and Brent Kirk; Staff: Michael Bowers, Tonya Christoffersen, Johnathan Dix, Kim Jones and Tara Bighouse.

Attendees Representing the City of Lake Stevens: Councilmembers Kim Daughtry, Rauchel McDaniel and Marcus Tageant, Mayor John Spencer, City Administrator Gene Brazel, City Engineer Cory Nau.
3. **Agenda Approval:**
4. **Action Items:**
  - a. **Approval of Meeting Minutes of April 25 and June 27<sup>th</sup>, 2017** – Kim Daughtry moved to approve the April 25 and June 27<sup>th</sup>, 2017 Minutes. Marcus Tageant seconded the motion. The Motion passed unanimously.
5. **Public Forum:** No public present.
6. **Discussion Items:**
  - a. **Update Annexations:**
    1. **City Machias Industrial Area** – Gene Brazel reported it is on the docket for this coming meeting. It is moving forward as far as they know. This has been in talk for some time and now it's ready to move forward.
    2. **District Mountain View** – Michael Bowers handed out a map of the area. He explained the location of the annexed land. He showed the public private partnership lift station which will be the New South Lake Lift Station, a regional lift station and a new Mountain View specific lift stations that will free up capacity in the area for that entire south east area around the lake. Once the District builds the regional lift station there will be capacity potential. The first part is the Mountain View annexation, which is complete. Michael noted the question is how big the District makes the regional lift station. G&O and staff will be making the determination of the size of the regional lift station. Johnathan added the new regional lift station will lift the current moratorium on that side of the lake. John Spencer noted the basic rule is to pour the concrete once and put the mechanics later. Michael agreed, also stating sizing it accordingly is important. John noted the City has been taking a look at their Comp Plan and the buildable land available. They will be taking a look at this and what it means; where and how to change it. Michael added the District is looking to a regional GFC which will spread costs over a broader area. He believes it will help overall. Brent Kirk asked who acquired the regional lift station property. Currently the developer has been talking to the land owner regarding this piece of property. Johnathan added he has been looking at the capabilities of the land. John Spencer added the City just received information that this area will cost more

than it will generate, the City is working on options. John believes the more regional system the better

b. **Update on 24<sup>th</sup> Street Design Schedule and Consultant Work** – Cory Nau reported the surveyors have been outlaying for the extension. They will be digging the test pits. The target date for design is March 2018.

c. **District Capacity-Related Projects**

1. **Nourse Capacity Improvements** – Michael Bowers showed a map of the property location and the location of the oversized sewer line. An 18 inch line will be installed on Callow north of Oaks, the District will be paying for the oversizing. There is a benefit to oversizing for possible acreage across Hwy 92 from looking at the topography. There is a 15 inch line going in on Oak Road which will allow additional parcels between Lundeen and Nourse to connect. At the end of 30<sup>th</sup> Street is Lift Station 7C and this will allow it to be decommissioned. This will also allow options with the downtown planning on the direction of sewer flow can go. This will be worked out with in the next few District meetings. Michael noted this partnership works out really well with sharing the cost while getting a lot of work getting done and the additional properties to the North. John Spencer recalled a study done by the District regarding the lift station 2C and or 8C. Michael noted the idea was to use an abandoned line at 1C. Johnathan added there are a few choke points in the line near Nourse so the idea wasn't to abandon 8C just to relieve flow from it.

2. **Hawksbeard and Lift Station #17** – Michael Bowers showed a map of the location of the projects about to start and one currently underway. The lift station 17 upgrade from the Hawksbeard DEA will give capacity for a significant amount of the land to the north of this lift station. Michael added they found they will no longer need to upgrade lift station 14 and now taking advantage of the intended regional lift station 17 and will open up approximately 1000 ERU's in that area. He believes due to density and how much land use is in the area lift station 17 has been over build and doesn't want to do that with the new regional lift station. Brent Kirk asked if there has been any movement on Torrington Ridge, Johnathan Dix replied there has been some which will flow into lift station 14. Brent asked if this area going to be proposed for a lump sum GFC, Michael responded he would like to see it included.

7. **Draft Next/Future Agenda Items**

a. **Timeline and Consultant for Completing Unification Due Diligence** – Gene Brazel spoke to the Mayor about this, there hasn't been a rush as there hasn't been any money set aside for this. In the Fall they are looking at putting an RFP together. John Spencer is looking forward seeing this come together and wants to do it right. The plan is for the attorneys to work separately and consultants to work with the selected team, working thought the steps that need to make this come together in the next 7 years. He would like to see a better relationship come from this. Brent Kirk noted the District has the Union negotiations, the DEA's coming in left and right; from his perspective he would like to see both the City and District work on what's going on right now in front of them. He would like to see whomever takes his commissioner chair be more involved and them have some play in the process. He is looking forward to see what the Moss Adams Audit brings back. John Spencer doesn't believe it is relevant. He believes we have all passed a resolution that says seven years, this isn't about employees or districts doing their work. It's about governing and moving towards that. He believes we need to make this

move forward in a reasonable amount of time. At some point this process will build a relationship and hopeful it will help work through the issues. No one has ever stated this is about staff, failures or accountability. He hoped to be taken for his work. They are buying into the resolution they passed. He asks everyone to take the high road and find a way to complete the agreement. Bret added in the short term we need to focus on where we put our money. The more ERU's the faster we can pay off our debt. Where the capital money is put for the next several years is important. Michael added the Hwy 9/204 interchange has been decided, the District needs to know their monetary contribution and the cleanup of the old wastewater treatment plan; these will play a big part in the budget for 2018. John Spencer noted there are two major capital items for the City, 20<sup>th</sup> Street and Lift Station 2C. He is looking at the District to have some money to invest in these.

8. **Schedule the Next Meeting** – The next meeting is scheduled for October 24, 2017.
9. **Adjourn** – Brent Kirk adjourned the meeting at 4:53 pm.

2017 Utility Committee Chair:



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Brent Kirk, Commissioner  
Lake Stevens Sewer District