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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**

**February 13, 2018  
Utility Committee**

**Attendees:** Commissioners Pam Stevens, Frank McDaniel and Kevin Kosche; Staff: Tonya Christoffersen, Johnathan Dix, Mickie Cooper and Tara Bighouse

**Guests from the City of Lake Stevens:** Councilmembers Gary Petershagen and Kim Daughtry, Mayor John Spencer, City Administrator Gene Brazel, Public Works Director Eric Durpos

1. **Called to Order** at 3:01 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 3:35 pm

Signed at a regular open public meeting this 22<sup>nd</sup> day of February 2018



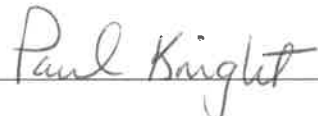



\_\_\_\_\_  
Pam Stevens, President and Commissioner

\_\_\_\_\_  
Frank McDaniel, Secretary and Commissioner

\_\_\_\_\_  
Kevin Kosche, 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
Paul Knight				LSSD Employee
Mickie Cooper				" "
Eric D				
Tammy McAnis				LSSD Employee
Michelle Bauman				LSSD Employee



**Utility Committee Meeting Minutes  
February 13, 2018 3:00 pm**

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

1. **Called to Order:** 3:01 PM by Commissioner Pam Stevens
2. **Roll Call:**

Attendees Representing the District: Commissioners Pam Stevens, Frank McDaniel and Kevin Kosche; Staff: Tonya Christoffersen, Johnathan Dix, Mickie Cooper and Tara Bighouse.

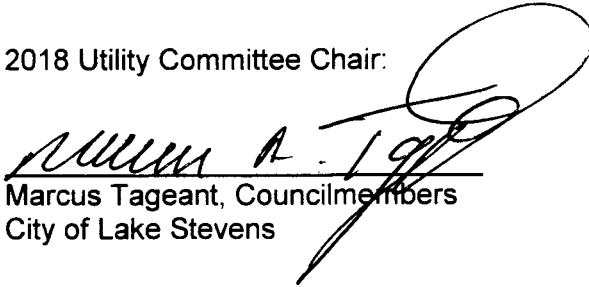
Attendees Representing the City of Lake Stevens: Councilmembers Gary Petershagen and Kim Daughtry, Mayor John Spencer, City Administrator Gene Brazel, Public Works Director Eric Durpos. Absent: Marcus Tageant
3. **Action Items:**
  - a. **Approval of Meeting Minutes of November 28, 2017** – John Spencer moved to approve the January 30, 2018 Minutes. Frank McDaniel seconded the motion. Gary Petershagen abstained as he was not present. The Motion passed.
4. **Public Forum:** Mickie Cooper stated she would like to give her opinion on her comments at the last meeting. She stated she expressed how passionate she is about her job and the pride she takes in the work that is done by the employees and how it is often overlooked. She does not agree with the lift and shift process, and the disservice it would be to the due diligence process Tonya and Gene are working on. Mickie reiterated people work for people and the best interest of the rate payers and hopes to see all the voices are heard and not shut them out. She thanked the committee for letting her share her concerns and hopes things move forward in a professional and positive manner.
5. **Discussion Items:**
  - a. **Evaluation of Unification** – Tonya Christoffersen handed out an updated unification report. Shr and Gene met, and the assumption agreement is in the hands of legal counsel. It should come in the next few of weeks. Tonya added she and Gene have set a calendar of meetings and will keep the utility committee updated. She stated both she and Gene know they will need a third party but not right now, the two of them are working well together getting the items checked off.

Tonya spoke to Diane Pottinger and Lynn Danielson, they have both been through the process and hope to utilize any information they can help with. Tonya noted she and Gene made a list of the entities that the District will need to contact to get the loans transferred over. They will work through the items they believe to be the most difficult first. John Spencer asked when they will present a progress report to the oversight committee. Gene noted they agreed on a monthly report but as items come up they will bring them back to the oversight committee. John agreed the first three items are important, he would like to add a fourth item of the bringing on debt and the City's willingness to contribute to paying down debt. He asked for a more in depth look into the debt that can be paid down.

Tonya added she will bringing more rate strategies to the March 8<sup>th</sup> Board Meeting, discussion ensued. Kevin commented on the rates and GFC's and hopes to make some decisions soon. John Spencer added the City could contribute \$750,000 if it helps. Kevin thanked Gene and Tonya on their work so far. He asked who would be responsible for the parallel pillars over the next four months, at what point do they see assigning and fanning out the work. Gene responded that has not been discussed yet. Russ has been assigned the work of the overlay and will be attending the March 15<sup>th</sup> meeting and Barb has been put on notice. They have reached out to key people. Kevin asked if it would be possible for the pillars to be assigned with staff time what the timeframe looks like. Kevin added it would be a good way to keep everyone on the same page and to keep everyone updated. If there is an impasse what does that look like, more tactical. Working that to the next level. Frank added he thought the oversight committee would be for the committee to make decision and if it is needed to bring in a third party. Tonya added she and Gene talked about this at their last meeting and most of it is law. She gave the example of interpreting an RCW differently and giving that to the attorneys to figure out. Kevin added he sees a conflict being what is a risk or benefit to one versus the other. John Spencer added he believes the District staff is doing a good job and it's not about an accusation that the staff is not doing a good job. He stated there is no reason for staff to have a fear. There have been awards for running the plant and the collections staff has been working hard to keep things running. He firmly believes merger and acquisition is going to happen. John stated he is thankful to be able to step back and let two capable people take the lead. He believes in a very positive way this is an exciting time for both to work together. His hope is it will not fall into the cracks and doesn't happen. John added the sewer system will not disappear nor will the staff. This will not be buried and become a bureaucracy.

6. **Draft Next/Future Agenda Items** – none.
7. **Schedule the Next Meeting** – The next meeting is scheduled for March 27, 2018 at 3:00pm and to change the time of the Utility Committee meeting to 3:00pm going forward.
8. **Adjourn** – Pam Stevens adjourned the meeting at 3:35pm.

2018 Utility Committee Chair:



Marcus Tageant, Councilmembers  
City of Lake Stevens