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

**MINUTES  
 COMMISSIONER MEETING  
 February 22, 2018 9:00 AM**

**Attendees:** Commissioners Pam Stevens, Frank McDaniel and Kevin Kosche – via phone. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse, Caitlin Hubbard, Jeff Baisch, Casey Mullins and Mickie Cooper. District Engineers: Barry Baker and Leigh Nelson, Legal Counsel: Brad Cattle. City of Lake Stevens: Gene Brazel.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Stevens called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Stevens led those present at the Meeting in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner McDaniel moved to approve the Agenda. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail). Commissioner McDaniel moved to approve the Consent Items A through I. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Feb 6, 8 & 13		
B. Lien Placements (97)	NA	
Lien Releases (116)	NA	
C. Investments	\$231,608.75	
Withdrawals	NA	
Transfers	\$13,438.99	
D. Payroll	NA	
E. 40 – Maintenance	\$133,680.65	5106-5144 & EFT 106
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$3,757.59	5145
I. 60 – PWTF Principle & Interest Payment	NA	

- J. Fairview Terrace DEA Addendum – Leigh Nelson showed the location on the map. She explained this is a one-year time extension and it is recommended for approval. Commissioner McDaniel moved to approve Fairview Terrace DEA Addendum. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- K. Ihnot Short Plat DEA Addendum – Leigh Nelson explained this is a one-year time extension. Commissioner McDaniel moved to approve the Ihnot Short Plat DEA Addendum. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
- L. Soper Hill DEA Addendum – Not present.

5. **PUBLIC FORUM** – none.

6. **OLD BUSINESS**

- A. Property Management Contracts for Rental Unit – Tonya Christoffersen reported thirteen companies were contact with two responses with contract; Port Gardner Property Management and Preferred Property Management. Tonya negotiated Port Gardner Property Management down from 8% to 6.5% not including any additional fees and Preferred Property Management is 6% including additional fees. She explained Port Gardner was agreeable and left less professional

and Preferred Property has a contract that is much more specific, felt more professional and is less expensive. She explained she prefers Preferred Property Management for those reasons. Commissioner McDaniel commented he has heard of Port Gardner, not Preferred Property. Commissioner Kosche stated he is comfortable with hiring Preferred Property Management. Commissioner McDaniel moved to approve Preferred Property Management and allow Tonya to sign the contract. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

- B. Evaluation of Merger – Tonya Christoffersen reported with the update from the meeting she and Gene Brazel had. She has talked to Districts Bond counsel and it will be fairly simple to transfer the bonds. She talked to the State, it was explained there is more of a process with these bonds. The City must go through a financial analysis and the approval process with the state as well as a few others. CHS estimated approximately 18 months to rewrite the Comp Plan and cost approximately \$100,000. Gene confirmed that was correct and had nothing to add.
- C. WASWD RETRO Plan Agreement – Tonya Christoffersen reminded the Commission this was brought up a few months ago. It is now time to sign the contract. Commissioner Kosche confirmed this is the program that gives us a refund. Commissioner McDaniel moved to approve the WASWD RETRO Plan Agreement. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

## 7. NEW BUSINESS

- A. Old Treatment Plant Scope of Work/Update of Needs – Caitlin Hubbard this is to remove the last of the bio-solids from the old treatment plant. She is asking for an approval to move to the next step of allowing G&O to do a scope of work for this job. Caitlin explained the DOE has allowed us time extensions to get this work done. Commissioner Kosche moved to approve the Old Treatment Plant Scope of work by G&O. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.
- B. Adding Additional Signer to the Daily Monitoring Reports – Jeff Baisch explained he is currently the Sole signer and Caitlin has been working on these so he is asking to add her as a signer. Commissioner McDaniel moved to approve to add Caitlin Hubbard as an additional signer to the Daily Monitoring Reports. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- C. Potential New Hires: District Electrician and Utility Inspector – Johnathan Dix explained he is proposing bringing the inspection in-house and hiring an electrician. He reported on the billable rate of this position. If current developer rate continues and if it's does not continue it only 34% of the wage would be billable. John explained if the development doesn't continue we would be able to save money by having them gps plot all the man holes and create a more accurate base map. John explained the new electrician provision would make work environments for the current employees safer and. Commissioner McDaniel noted his concern about the cost of this employee verses what we pay. Mickie Cooper added there is more work involved with prevailing wage. Tonya explained this is more of the safety of the employees who are doing work outside of their comfort level. Paul Knight gave an example of a situation at 2am they were in a man hole that has an electrical blow out the side. They were glad nothing went wrong but it was not a situation they want to find themselves in. Commissioner Kosche noted there is a new collection position in the budget and this would hire would allow holding off for reevaluating later. Johnathan agreed. Casey Mullins added there are older lift stations and relying on waiting on outside help it may cause more problems. Johnathan added it's a testament to staff doing a great job, more and more it's getting to a point where it's beyond where staff can has the ability to repair. Commissioner McDaniel moved to approve the hiring of both a District Electrician and Utility Inspector. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

D. GFC Discussion – Johnathan Dix explained he has reached out to CHS for information and has not received it back yet. He would like to move this item to the next agenda.

**8. MANAGERS' REPORTS**

A. General Manager – see item B.

B. Manager of Administration – Tonya Christoffersen confirmed no Commissioners will be attending the WASWD Spring Conference. She updated the medical increase for this year's budget is in; Regence is only 1.7% and Kaiser is 7.3%.

C. Treatment Plant – Casey Mullins reported flows are at 3.8 mgd. He noted the current challenges one the processor controllers blew. The processor was removed by District staff, set out for repairs and reinstalled by District staff.

D. Manager of Collections – Johnathan Dix reported 91 GFC's paid year to date.

**9. CITY REPORT** – Gene Brazel reported the City Inspector is out for the next few months. They have promoted city employee, Phil Stevens to the position while he is out.

**10. COMMISSIONERS' REPORT** – Nothing to report.

**11. EXECUTIVE SESSION** – The Commissioners will now recess into Executive Session at 9:45 AM to allow a 2-minute recess to excuse the general public; it is estimated that executive session will last 30 minutes. The purpose of the Executive Session is 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 10:15 AM.

**12. CONCLUSION** – The Board Meeting was concluded at 10:15 AM.

Signed at a regular open public meeting this <sup>8<sup>th</sup></sup>~~22<sup>nd</sup>~~ day of <sup>March</sup>~~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
Ron Hoole	Ron Hoole			
GARY PERKINS	[Signature]	City	425.818 1245	CITY
Paul Knight	Paul Knight			LSSD
Eric Echols	Eric Echols			LSSD
Gene Brad	[Signature]			City CS
Raichel McDane	[Signature]	City		City
MARCUS TAY	[Signature]	City		City