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

**MINUTES
 COMMISSIONER MEETING
 May 10, 2018 9:00 AM**

Attendees: Commissioners Pam Stevens and Kevin Kosche. District Staff: Johnathan Dix, Tara Bighouse, Melonie Grieser, Caitlin Hubbard and Casey Mullins. District Engineers: Leigh Nelson and Barry Baker, G&O and Rodney Langer, CHS. Legal Counsel: Brad Cattle. City of Lake Stevens: Gary Petershagen.

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 Kosche 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 Kosche moved to approve the Consent Items A through I. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: April 26		
B. Lien Placements (77)	NA	
Lien Releases (71)	NA	
C. Investments	\$72,765.17	
Withdrawals	\$470,271.40	
Transfers	NA	
D. Payroll	\$171,587.21	
E. 40 – Maintenance	\$63,955.27	5336-5374
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	NA	
I. 60 – P WTF Principle & Interest Payment	\$910,271.40	5375

J. Turner Properties DEA – not present.

5. PUBLIC FORUM –

6. OLD BUSINESS

- A. Evaluation of Merger – Johnathan Dix stated there is nothing new to report at this time. Gene Brazel agreed there is nothing to add, there is a meeting scheduled for May 22nd.
- B. Salon Michelle Contract – Brad Cattle update the contract has been submitted to the Property manager and should be signed in the 10-day window.

7. NEW BUSINESS

- A. Comp Plan Amendment with Rodney Langer from CHS – Johnathan Dix reported he believes the scope of work will encompass the District and City's potential related upcoming developments. Rodney Langer stated Johnathan shared the questions with him and wanted to make sure the District is prepared. He prepared an amendment proposal to the current Comp Plan including the maximum GFC's able to collect, the SEPA Process, with a third of the work bringing up to date the financial analysis with FCS Group. Commissioner Stevens asked the length of the process.

Rodney replied he believes it will be several months, hopefully completion by the end of the year. Johnathan Dix requests the Commission approve the scope of work for the Comp Plan amendment and the fee schedule Commissioner Kosche moved to approve the scope of work for the Comp Plan amendment and fee schedule. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

- B. Collections Vehicle Purchase – Johnathan Dix explained this truck was on last year's budget but was not purchased. This truck will include a crane and air compressor. Commissioner Kosche moved to approve obtaining bids on a new Collections Vehicle. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
- C. Resolution No. 945: Amend Res No 915 Time & Materials Basis to Recover Engineering & Inspection Fees for DEA's – Johnathan Dix explained this resolution replaces a previous resolution on the percentage billing, with new large projects it's a more equitable policy than fixed fee. Johnathan explained this will now be a time and materials basis of billing. Commissioner Kosche moved to approve Resolution No. 945: Amend Res No 915 Time & Materials Basis to Recover Engineering & Inspection Fees for DEA's. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
- D. Move May 24th Board Meeting to May 22nd at 2:30 or 3:00 PM – Commissioner Kosche moved to approve the moving of the Board meeting on May 24th Board Meeting to May 22nd at 2:30 PM. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. General Manager – see item B.
- B. Manager of Administration – Tonya Christoffersen was not present.
- C. Manager of Collections – Johnathan Dix introduced the new employee Melonie Grieser and added one of the first tasks given to her is going through the developer files; she is doing excellent. He reported the pre-design report for the decant facility has been received. He has been meeting with staff and taking in their comments and will contact City staff for their input. More work needs to be put into the pre-design report before presenting to the Commissioner. He will have a meeting with WSDOT about the facilities at SR 9 & 204 in the near future.
- D. Treatment Plant– Casey Mullins reported the current flow at the treatment plant 2.6 mgd, which is normal plant flow for this time of the year. They are seeing an increase in filter ability and are finishing up the spring cleaning. Casey reported for Caitlin, she is working on getting the permits for bio solids delivered to Monroe instead eastern Washington to help save money.

9. CITY REPORT – Eric Durpos reported the City hired a new project manager Eric Halverson. The lake milfoil treatment will be conducted after the fishing derby. The City is still working on the road work on 91st. The City received grant funding for "the safe route to school project" at Hillcrest Elementary, this project includes sidewalk construction and planning is underway. Callow Road overlay work is wrapping up, then the City will be starting on next extension of Callow Road. Eric stated this is a big year for parks; Lundeen park is closed for new irrigation, parking, draining, playground, planting and landscaping at approximately \$700,000 with a complete date of mid-June before the 4th of July celebrations. The 20th street ball fields are getting regraded and the drainage fixed then hydroseeded. Then Eagle Ridge park will be next, working on a grant for playground upgrades. The City is soliciting for a consultant for the Frontier Heights Park. They are also working with the County on Cavalero park and the skate park.

10. COMMISSIONERS' REPORT – Commissioner Kosche learned a lot about saving on energy at the Section 3 meeting.

11. EXECUTIVE SESSION – Brad Cattle stated that the Commissioners will recess into Executive Session at 9:30 AM to allow for a 7 minutes recess to excuse the general public; it is estimated that executive session may last up to 1 hour and thirty minutes, concluding at 11:00 AM. The purpose of the Executive Session is to interview potential Commissioner candidates. At the conclusion of the Executive Session no action will be taken by the Board of Commissioners.

At 11:00 AM the Executive Session was formally extended for an additional 15 minutes.

At 11:15 AM the Executive Session was formally extended for an additional 15 minutes.

12. CONCLUSION – The Board Meeting was concluded at 11:30 AM.

Signed at a regular open public meeting this 22nd day of May 2018









Pam Stevens, President and Commissioner

Kevin Kosche, Secretary 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
Mariah Low				
Ron Hook				
GARY PETERSHAGEN		CITY	425 415.1245	CITY
Paul Knight				
Rodney Langer		CHS Engineers	425 637 3693	
Patricia McLean		LPL		