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

**SPECIAL MINUTES
COMMISSIONER MEETING
May 22, 2018 2:30 PM**

Attendees: Commissioners Pam Stevens and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse and Casey Mullins. District Engineers: Leigh Nelson. Legal Counsel: Brad Cattle. City of Lake Stevens: Gene Brazel and Eric Durpos.

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 and move the interview to open session. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
4. **INTERVIEW COMMISSION CANDIDATE: Tom Hartwell** – Commissioner Kosche asked what Tom's vision is. Tom replied he would like to see rates stay and merger with the City. Commissioner Kosche explained the current status of the merger and asked Tom's opinion if the risks were even. Tom believes there are benefits to merging when companies come in such as Costco. Commissioner Stevens asked how he believes he can contribute. Tom replied he has been a long-time employee at Boeing and has pride in seeing his mentors do great things. Brad Cattle asked Tom if he understood the difference in City taxes and Sewer Revenue. Tom replied he was on the budget committee with Sherwood Communities and is familiar. Brad explained some of the differences between the two. Commissioner Stevens asked about his availability to attend meetings, etc. Tom explained he has some things he is currently managing and once those are resolved it should be no problem, he believes it would be doable. Tonya asked his level of knowledge on the differences between the budget of a non-profit and a government. He believes there are differences but not difficult.
5. **EXECUTIVE SESSION** – Brad Cattle stated that the Commissioners will recess into Executive Session at 2:45 AM to recess to excuse the general public; it is estimated that executive session may last up to thirty minutes, concluding up to 3:15 PM. The purpose of the Executive Session is to discuss candidates to be elected into executive office and to discuss collective bargaining. At the conclusion of the Executive Session no action will be taken by the Board of Commissioners.

Commissioner Stevens explained they just came out of executive session at 3:12 PM and will resume the meeting.

6. 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: May 8 & 10		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$331,479.89	
Withdrawals	\$1,629,365.84	
Transfers	NA	
D. Payroll	NA	
E. 40 – Maintenance	\$97,754.16	5376-5407 & EFT 109
F. 48 – SRF Principle & Interest Payment	\$1,646,365.84	5408
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$7,671.72	5409
I. 60 – PWTF Principle & Interest Payment	NA	

- J. Turner Properties DEA – not present.
- K. The Refuge DEA Addendum – Leigh Nelson showed the location on the map. This addendum adds two late comer units not in the DEA. It is recommended for approval. Commissioner Kosche moved to approve The Refuge DEA Addendum. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
- L. Autumn Crest DEA – Leigh Nelson showed the location on the map, it is near Kane DEA and Glenwood Elementary and explained it is 27 ERU's. She suspects they will negotiate a connection for the school as well. Patrick McCourt added they have negotiated the hook up of the school. Leigh added it is recommended for approval. Commissioner Kosche moved to approve the Autumn Crest DEA. Commissioner Stevens seconded the Motion. The Motion passed unanimously

7. PUBLIC FORUM – none.

8. OLD BUSINESS

- A. Evaluation of Merger – Tonya Christoffersen reported the unification committee met today, both the District and City Legal Councils, and the committee. The group put together a draft with a few changes to be added from the Mayor. They will be giving a report at the Utility Committee Meeting this afternoon and are currently on track for a final presentation in July.
- B. Vehicle Purchase – Johnathan Dix reported there is nothing more to report at this time.

9. NEW BUSINESS

- A. Resolution No. 946: Changes to the Time Frame of Delinquent Account Collections Process – Tonya Christoffersen explained the State has now mandated the water and sewer District now pay the full amount of the recording fee with not very much notice from the County by an additional \$65.00 per lien. This resolution would extend each stage of collections by one month. Brad Cattle stated the version with their packets show the changes in the verbiage of the resolution. Commissioner Kosche moved to approve Resolution No. 946: Changes to the Time Frame of Delinquent Account Collections Process. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

10. MANAGERS' REPORTS

- A. General Manager – see item B.
- B. Manager of Administration – Tonya Christoffersen reported there is a tentative agreement with the bargaining group. There is a potential to go for a loan for public works emergency and Tonya asked

if the Commissioner would like her to go out for that. The Commission agreed to hold off, they are not interested in taking on new debt at this time.

- C. Manager of Collections – Johnathan Dix reported 222 GFC paid to date. He received a great big Thank you note from a customer on Rhodora Heights Road, he had the field crew raised a couple manholes and their neighborhood and they were very thankful and noted Eric Durpos suggested another man hole raising behind Jays Market, which the field crew has completed.
 - D. Treatment Plant– Casey Mullins reported the current flow at the treatment plant 2.5 mgd, which is normal for this time of year. They are well into spring cleaning the new plant and are draining the lagoon slowly at the old plant.
11. **CITY REPORT** – Eric Durpos reported the City has toured the Bright water plant to get familiar with membrane plants. They will be going to look at a few more in King County.
12. **COMMISSIONERS’ REPORT** – Commissioner Kosche asked about Janaki and if anything has come of it. Johnathan added the District may have fallen off their radar due to the size of our facility. They are looking into Everett’s treatment plant.
13. **CONCLUSION** – The Board Meeting was concluded at 3:33 PM.

Signed at a regular open public meeting this 14th day of June 2018




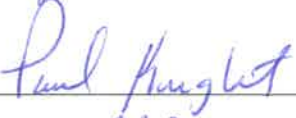
Pam Stevens, President and Commissioner

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		-	-	-
Paul Knight				LSSD
Roman McLow	