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 Website: www.lkstevenssewer.org

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

**MINUTES
 COMMISSIONER MEETING
 June 28, 2018 9:00 AM**

Attendees: Commissioners Pam Stevens and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse, Mickie Cooper and Casey Mullins. District Engineers: Leigh Nelson, G&O. 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 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: June 14		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$458,321.04	
Withdrawals	\$0.00	
Transfers	\$12,494.91	
D. Payroll	NA	
E. 40 – Maintenance	\$158,006.59	5466-5498, EFT110
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$3,013.91	5499
I. 60 – PWTF Principle & Interest Payment	NA	

- J. A & J DEA Sewer Construction Plan Approval – Leigh Nelson showed the location on the map and noted it is 2 ERUs. It is recommended for approval. Commissioner Kosche moved to approve A & J DEA Sewer Construction Plan Approval. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
- K. Turner Properties DEA – Leigh Nelson explained the location on the NE corner on 99th. It is to relocate two duplexes for the first part of the project and is for 8 ERU's; 4 duplexes. Commissioner Kosche moved to approve Turner Properties DEA. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
- L. Turner Properties DEA Sewer Construction Plan Approval – Leigh Nelson noted these are the plans for item K and recommend approval. Commissioner Kosche moved to approve Turner Properties DEA Sewer Construction Plan Approval. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
- M. McKay DEA – not present.
- N. Ebey View 2nd Addendum to DEA – Leigh Nelson is for a one-year time extension and is recommended for approval. Commissioner Kosche moved to approve Ebey View 2nd Addendum to DEA. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

- O. Hewitt Retirement DEA Addendum – Leigh Nelson explained this is a one-year time extension and changing the number of ERUs from 25 to 162.59. They are also using the residential apartment calculations. She added it is recommended for approval. Commissioner Kosche moved to approve Hewitt Retirement DEA Addendum. Commissioner Stevens seconded the Motion. The Motion passed unanimously
- P. Lakeview Springs East 10th Addendum to DEA – Leigh Nelson explained this is for a 1-year time extension and is recommended for approval. Commissioner Kosche moved to approve Lakeview Springs East 10th Addendum to DEA. Commissioner Stevens seconded the Motion. The Motion passed unanimously
- Q. Lakeview Springs West 10th Addendum to DEA – Leigh Nelson explained this is for a 1-year time extension and is recommended for approval. Commissioner Kosche moved to approve Lakeview Springs West 10th Addendum to DEA. Commissioner Stevens seconded the Motion. The Motion passed unanimously

5. PUBLIC FORUM – Non-action Items (please limit comments to 3 minutes)

6. OLD BUSINESS

- A. Evaluation of Merger – Tonya Christoffersen reported she has met with Gene, they will be meeting with the Mayor and will be pushing out the presentation for the Utility Committee and has also rescheduled the Sub-committee meeting as well.
- B. Update on Bio-Solids Removal at Old Treatment Plant – Caitlin Hubbard reported they are in the process of dewatering the former sludge lagoon and are approximately 90% finished, the biosolids will be going to Monroe to save money on hauling. Caitlin noted she is requesting approval to move forward with going out to bid. Commissioner Kosche moved to approve going out to Bid for the biosolids removal. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
- C. Salon Michelle Contract Signing Approval – Tonya Christoffersen now has a signed contract from the tenant. Commissioner Kosche moved to approve the Administration Manager Tonya Christoffersen to sign the Salon Michelle rental contract. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

- A. Resolution No. 947: Metcalf Annexation – Leigh Nelson shows the 3 small parcels that would like to annex into the Sewer District. This resolution is to move forward with the annexation. Commissioner Kosche moved to approve Resolution No. 947 Metcalf Annexation. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
- B. Contract Amendment No. 12 for Design and Construction for the SR 9/SR 204 – Leigh Nelson explained WSDOT will be closing down the intersection at SR 9/204. This contract is for the design and CM for the sewer pipe in this intersection. District staff recommends this for approval. Commissioner Kosche moved to approve Contract Amendment No. 12 for Design and Construction for the SR 9/SR 204. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
- C. Commissioner Compensation for Meeting Attendance – Tonya Christoffersen noted starting July 12 the compensation will go up to \$128 per day and the annual compensation goes up to \$12,288 per year.

8. MANAGERS' REPORTS

- A. General Manager – see item B.
- B. Manager of Administration – Tonya Christoffersen reported there will be an all staff BBQ at 1:00pm with an all staff meeting at 1:30pm. Tonya noted the District has gone to digital on everything,

including the side sewers and is working on currently working on a grant application to get the maps scanned and digitized. She shared an average of 12 sites per day are being called in for calls to 811 for sewer locates. This is a way to save significant amount of time and gas, but also would get the old aging maps digitized so they are not lost or deteriorate further.

C. Manager of Collections – Johnathan Dix noted the District staff has been working hard on general construction projects. They lowered a manhole on Bessler Ave that a car had high centered on. At lift station #1C, one of the two pumps suffered a catastrophic failure and completely melted down. There is a bypass pump on standby so the bypass pump kicked in so there were no issues. The staff was able to use a 30 smaller pump to temporarily replace the broken pump.

D. Treatment Plant– Casey Mullins reported the current flow at the treatment plant 2.5 mgd, normal for this time of year. The aeration system has been cleaned and is running well after 6 years running. He added they are looking forward to the bio-solids removal moving forward.

Caitlin Hubbard added she received three bids for the sample collection dive at the old treatment plant requirement for the permit. The lowest responsible bidder is Krupps for approximately \$2500.

9. CITY REPORT – No report.

10. COMMISSIONERS’ REPORT – Commissioner Kosche reported he met with the Mayor on unification about the new Commissioner coming on board and Commissioner Low have time to get caught up to speed. Commissioner Kosche noted the Mayor’s intention on an employee base is nothing changes, and everything stays the same, that he would like this not to be an issue. The city will be moving to accrual instead of cash accounting. This decision will not be made in July, there just isn’t enough time with a possible new timeframe of end of summer.

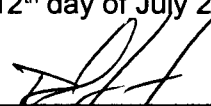
Commissioner Stevens added today is her last day as sewer commissioner. She had to step down a month earlier than anticipated. Brad Cattle thanked Commissioner Stevens for her time and has enjoyed working with her. Tonya Christoffersen invited Commissioner Stevens to return to the July 26th meeting.

11. EXECUTIVE SESSION – Brad Cattle stated that the Commissioners will recess into Executive Session at 9:47 AM to allow for a 3 minutes recess to excuse the general public; it is estimated that executive session may last up to fifteen minutes, concluding at 10:05 AM. The purpose of the Executive Session is for a potential litigation matter and contract negotiations. At the conclusion of the Executive Session no action will be taken by the Board of Commissioners.


12. CONCLUSION – The Board Meeting was concluded at 10:05 AM.

Signed at a regular open public meeting this 12th day of July 2018





Dan Lorentzen, Commissioner



Mariah Low, Secretary and Commissioner



Kevin Kosche, 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
Paul Knight	<i>Paul Knight</i>			LSSD
GARY PETERSHAGEN	<i>[Signature]</i>			428. 418.1245
Michele Hampton	<i>[Signature]</i>			mtg
Patricia McTerens	<i>[Signature]</i>			mtg