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

**MINUTES
 COMMISSIONER MEETING
 July 26, 2018 9:00 AM**

Attendees: Commissioners Dan Lorentzen and Mariah Low. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse, Caitlin Hubbard 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 Low called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Low led those present at the Meeting in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Low excused Commissioner Kosche. Commissioner Lorentzen moved to approve the Agenda. Commissioner Low seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail). Commissioner Lorentzen moved to approve the Consent Items A through I. Commissioner Low seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: July 12		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$445,908.18	
Withdrawals	NA	
Transfers	\$22,290.80	
D. Payroll	NA	
E. 40 – Maintenance	\$82,189.15	5550-5589
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$5,688.27	5590-5592
I. 60 – PWTF Principle & Interest Payment	NA	

J. Kane DEA Addendum – Leigh Nelson showed the location on the map. This addendum changes the ERU's from 35 to 36. She noted the developer is also working with Glenwood Elementary to connect the school. It is recommended for approval. Commissioner Lorentzen moved to approve Kane DEA Addendum. Commissioner Low 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 met with Karen Reed a possible facilitator. She is not sure Karen is the right person at this point and will be working with Gene as the need for a facilitator gets closer.
- B. Award Bid for Service Truck Purchase – Johnathan Dix reported the initial budget was \$65,000 and the lowest bid was for \$138,688.44. Johnathan explained this was a difficult item to budget and it did come in over the budget. Johnathan added he asked the bidders to provide a bid for some optional equipment, which he is not recommending the District purchase at this time. Commissioner Lorentzen moved to approve the Bid Award to Nelson Trucking in the amount of

\$138,688.44 and for staff to bring back a budget amendment for the overage. Commissioner Low seconded the Motion. The Motion passed unanimously.

- C. Award Bid for the Final Lagoon Decommissioning – Award Bid for the Final Lagoon Decommissioning – Barry Baker reported one bid of approximately \$1.9, was submitted to the District for the project. The bid is about 2.2 times more than the Engineer estimated. Barry explained G&O staff called the other companies that were present at the pre-bid conference but did not bid to ask why they didn't bid. The Contractors stated they were all busy and they did not have the resources to make the time frame feasible. The Department of Ecology (DOE) staff was contacted as well and they agreed to extend the time frame to get this complete. Barry added G&O will provide a formal recommendation in the next two weeks. His understanding from DOE is that the District is making a good faith effort. DOE does not want to create a financial hardship and they are willing to work with the District. Brad Cattle asked how long the bids are good for, Barry replied 60 days; this is day two. He recommends waiting on action until the August 9th meeting. Commissioner Lorentzen moved to table this until the August 9th meeting. Commissioner Low seconded the Motion. The Motion passed unanimously.
- D. Public Hearing: Metcalf Annexation Request – Leigh Nelson showed the location on the map. Commissioner Low opened the public hearing. No one commented so Commissioner Low closed the public hearing on the Metcalf Annexation.
- E. Resolution No. 948: Approve Metcalf Annexation and Send to Boundary Review Board – Gary Petershagen, Lake Stevens City Councilmember, noted an added name in the resolution title; staff corrected the error. Commissioner Lorentzen moved to approve Resolution 948: Approve Metcalf Annexation and Send to Boundary Review Board with the correction. Commissioner Low seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

- A. Noxious Weeds Treatment at the New Treatment Plant – Tonya Christoffersen was contacted by a citizen that he would like to remove the noxious weeds, there is no cost to the District. He would like to preserve the area and plants these weeds tend to overtake. Caitlin Hubbard added this is at the new wastewater treatment plant near the plant outflow area. He owns the property next to this area and would like to stop them for encroaching. Legal counsel approves. The district has received his liability waiver and insurance. Brad Cattle stated he will draft an agreement and not move forward until that agreement is complete.

8. MANAGERS' REPORTS

- A. Manager of Administration – Tonya Christoffersen had nothing more to report.
- B. Manager of Collections – Johnathan Dix commended the admin and collections staff for holding down the fort in his absence. He also acknowledged Matt Bennet, Chris Grissom, collections staff and Rich Parks with G&O for finding a potential catastrophe. Someone put rocks and boulders in a manhole requiring a crane to pull some out, sewage was backing up with no spillage. The crew did an exceptional job. Whomever did this knew to take the bolts off and what needed to be done to get boulders in the manhole.
- C. Treatment Plant Update – Casey Mullins reported plant flows are averaging 2.1MGD, which are normal for this time of year. Staff has been working on clearing brush on the east fence line. He and Caitlin had a Class 1 inspection with Laz Eleuterio from the Department of Ecology. He noted Laz was very impressed with the operations and stated it was the cleanest and nicest well-maintained plant he has seen. He stated after the inspection Laz unofficially stated he saw nothing wrong with the treatment plant or the operational practices. The official report will come later.

- 9. **CITY REPORT** – Gene Brazel had nothing to report, except Aquafest this weekend.

- 10. COMMISSIONERS' REPORT** – Commissioner Lorentzen thanked staff for all their hard work and the new treatment plant still looks like new. Tonya Christoffersen thanked former Commissioner Pam Stevens for her years of hard work here at the District and the Community. She added Pam had to step down as Commissioner, her family is relocating to Utah. Pam Stevens thanked everyone and added she enjoyed her time at the District. Commissioner Low thanked her for her service to both the District and Community, she will be missed. Commissioner Lorentzen added good luck and thank you for all her awesome work. Brad Cattle being a seasoned municipal lawyer he noted he has seen many Commissioners, Pam was a very good Commissioner. He was delighted to work with her, she should feel very proud for her service and an absolutely pleasure. Casey Mullins thanked Pam for all her support over the years as a really good advocate and coach.
- 11. EXECUTIVE SESSION** – Brad Cattle stated that the Commissioners will recess into Executive Session at 9:42 AM to allow for a 3 minutes recess to excuse the general public; it is estimated that executive session may last up to 20 minutes, concluding at 10:02 AM. The purpose of the Executive Session is for a labor negotiations 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 9:22 AM.

Signed at a regular open public meeting this 9th day of August 2018





Dan Lorentzen, Commissioner



Mariah Low, Secretary and Commissioner



Kevin Kosche, President and Commissioner

MEETING DATE: July 26, 2018

TYPE: Reg City

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
Brandon Shane	<i>Brandon Shane</i>			LSSD
GARY PETERSEN	<i>GP</i>	CITY	425 418.1245	CITY
Peggy Heerick	<i>PH</i>	930 Seaview	425 334-6100	