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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
 August 23, 2018 9:00 AM**

Attendees: Commissioners Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Brad Cattle. City of Lake Stevens: Gene Brazel.

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

	AMOUNT	CHECK #'s
A. Minutes: August 9		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$305,750.51	
Withdrawals	\$119,877.33	
Transfers	NA	
D. Payroll	NA	
E. 40 – Maintenance	\$153,392.00	5625-5655 & EFT 112
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$14,126.82	5656-5657
I. 60 – PWTF Principle & Interest Payment	NA	

- J. Kane Off-Site DEA Construction Plan Approval – Leigh Nelson explained this DEA allows the off-site construction for the Kane project, which will allow Glenwood elementary school to connect and is recommended for approval per the District Standards. Commissioner Low moved to approve Kane Off-Site DEA Construction Plan Approval. Commissioner Kosche seconded the motion. The Motion passed unanimously.
- K. Kane DEA Sewer Construction Plan Approval – Leigh Nelson explained this item is present and recommended for approval. She added this is DEA discussed with item J. Commissioner Low moved to approve Kane DEA Construction Plan Approval. Commissioner Kosche seconded the motion. The Motion passed unanimously.
- L. Fairview Terrace DEA Sewer Construction Plan Approval – Not present.
- M. Autumn Crest DEA Sewer Construction Plan Approval – Not present

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

6. OLD BUSINESS

- A. Evaluation of Merger – Tonya Christoffersen reported she and Gene Brazel had a brief discussion and will discuss the Interlocal Agreement at the August Utility Committee meeting.

7. NEW BUSINESS

- A. RV Dump Site Policy Variance at Hartford Industrial – Johnathan Dix reported Lot 1 in the Hartford industrial would like to construct an RV dump site, this is not permitted in our current policy. However they presented a similar situation. He explained they had an engineering report on RV Loading for BOD and TSS Loading, Johnathan talked to Jeff Baisch and there would not be an impact at the Treatment Plant. Commissioner Kosche moved to approve a variance of 10 RV dump sites on Lot 1 at Hartford industrial. Commissioner Low seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. Manager of Administration – Tonya Christoffersen reminded the Commission of the Audit Entrance Meeting scheduled for August 28th at 3:30pm. The property management company had been sent a letter to revoke the contract and is working with legal counsel. The District has a new property manager. She reported the windows on the front of the building are leaking and will be working on getting them fixed. Work is underway on the server room, the doors are complete, the AC will be installed, and the back-door repairs are complete, they needed repaired due to the weather.
- B. Manager of Collections – Johnathan Dix reported there are 260 GFC and 154 new rate payors year to date. For the Lift Station 17 upgrade, the pump delivery has been delayed by the manufacture, Smith and Loveless. The liquid oxygen tank is at the site and is ready to be installed, however due to the strike of the crane operators the installation has been delayed.
- C. Treatment Plant Update – Casey Mullins reported plant flows are averaging 2.2MGD, which are normal for this time of year. Operations is still having a heating issues and working on a few new things to help it. Jeff Baisch and Caitlin Hubbard attended a Plant in Blaine yesterday, they are replacing their membranes after 6 years of use and the FOG program Tonya added Caitlin Hubbard is currently PNWC President.

- 9. **CITY REPORT** – Gene Brazel reported it is budget season and the City has a retreat in September. Eric Durpos reported Lundeen park is almost complete and the overlay on 91st is going out to bid. The village way road work is almost complete, the design on Main street is coming along and they City is hoping begin construction next year. They are working on a stormwater fee increase. The city is working on grants, it's the season. Eric reported the City received funding for the road widening and storm water improvements on 20th Street SE. Gene reported the Kimco building at Frontier village is almost full and they are working on their permitting.

- 10. **COMMISSIONERS' REPORT** – Commissioner Kosche went to the WASWD Section 3 meeting. Buck Wilson presented and it was a good discussion on the Public Works Trust Fund.

- 11. **EXECUTIVE SESSION** – Brad Cattle stated that the Commissioners will recess into Executive Session at 9:12 AM to allow for a 3 minutes recess to excuse the general public; it is estimated that executive session may last up to 30 minutes, concluding at 9:45 AM. The purpose of the Executive Session is for labor negotiations and contract negotiations. At the conclusion of the Executive Session no announcement or action will be taken by the Board of Commissioners.

- 12. **CONCLUSION** – The Board Meeting was concluded at 9:42 AM.

Signed at a regular open public meeting this 13th day of September 2018



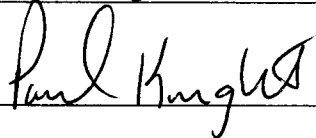

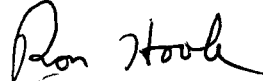

Dan Lorentzen, Commissioner

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				LSSTD
Brandon Shane				
Ron Hoole				
Greg Melting				
Patricia New				
Ryan C. Larsen	