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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
 January 10, 2019 at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse, Mickie Cooper, Caitlin Hubbard 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 Low moved to approve the Agenda with the addition. Commissioner Lorentzen 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 Lorentzen seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Dec 21 & 27		
B. Lien Placements (26)	NA	
Lien Releases (34)	NA	
C. Investments	\$314,798.71	
Withdrawals	\$15,372.55	
Transfers	NA	
D. Payroll	\$191,398.10	
E. 40 – Maintenance	\$87,326.02	5996-6036
F. 48 – SRF Principle & Interest Payment	\$135,201.29	6037
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$15,372.55	6038
I. 60 – PWTF Principle & Interest Payment	NA	

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

6. **OLD BUSINESS**

A. Biofilter Media Replacement Project Acceptance – Caitlin Hubbard reported the project has been inspected and is complete. The Biofilter Media is now being used, she is asking the Commission to approve the final acceptance of this project. Commissioner Lorentzen moved to approve the acceptance of the Biofilter Media Replacement Project as presented and recommended by staff. Commissioner Low seconded the Motion. The Motion passed unanimously.

7. **NEW BUSINESS** – none.

8. **MANAGERS' REPORTS**

A. Manager of Administration – Tonya Christoffersen shared how proud she is of Matt Bennett and Lonnie Gibson. There was a customer that called requesting a refund for the cost for repairs of a plugged sewer line and when Matt Bennett went to her house the customer shared, she just wrote a \$6,000 check to the reputable plumbing company for a clean out to be installed

in her sewer line which Matt explained and showed her is already there. Tonya explained he had the company give back her check. She and Mickie Cooper spent yesterday interviewing for the Payroll and Benefits position and have one more tomorrow before reviewing and making a decision. Caitlin Hubbard and Tonya have a meeting with a teacher from Lake Stevens School District on creating an education program for both primary and secondary students and next Tuesday she will be presenting at the Lions Club on sewer back up prevention. The District received another significant refund from the PUD in the amount of \$11,471.72 bringing the total to \$102,389.90 for 2018 for our energy saving measures at the Treatment Plant.

B. Manager of Collections – Johnathan Dix reported there were a total of 384.38 GFC and 275 permits sold in 2018. He gave an update on the Comprehensive plan from CHS. Johnathan explained the objective for the remainder is to review growth forecasts, remaining buildable lands and CIP timing to determine if CIP and GFC adjustments are warranted, for the planning period in the 2016 SSCP, from the planning period of 2016 forward to 2025. He has asked Rodney to set up a meeting with Russ at the City of Lake Stevens to check on the number of remaining buildable land and the land use or any land use or zoning changes that may be changed in the future. The preliminary conclusion is growth is essentially on track within 40 ERUs and treatment plant flows are as predicated. The Treatment Plant upgrade is still trending for 2025. The next serious focus is the CIP, the 204/9 intersection, vector decant facility and Grace Lane sewer extension is a contention point with many on fixed income and non-drainable land. Johnathan explained the cost ratio may not be optimal however the benefit to the residents is great. He and Rodney still need to evaluate the near-term growth potential and the impact it will have on the CIP. Rodney is expecting to have something to present to the Utility Committee in February. Commissioner Kosche asked about the capital funds with the potential 2025 plant upgrade. Leigh Nelson replied most of the Capital projects have been larger oversizing and interceptor pipes and Grace Lane is one of the first the District would put in a collector sewer main.

C. Treatment Plant Update – Casey Mullins reported flows are averaging 3.3 plus MGDs per day normal for the season. He noted there were a few minor power fluctuations last weekend with no actual outages. The membranes are struggling a bit from 3800 GPM on up for extended runs with all the persistent increased flows. He explained it gets monitored and reset when this happens. It's the way the membranes operate with the higher flows, as the week goes on and they go through cleaning the membranes it gets better. They have been looking at the physics of them lately. Commissioner Kosche asked if it's contributed from I&I, Casey replied yes and no, they are working on it constantly.

9. CITY REPORT – Gene Brazel reported it has been a busy couple of weeks, the council retreat is next Friday and Saturday. Work is starting on North Cove Park which is now closed to start construction and the City will be reaching out in the next few weeks regarding sewer. He added if all goes well the City will have a new family center and veterans memorial this year. Commissioner Kosche asked if the District should consider the email exchange on December 24, 2018 as official City correspondence. Gene replied yes. Commissioner Kosche confirmed even the councilmember's emailed response. Gene replied yes, he believes so it was sent to get the discussion started.

10. COMMISSIONERS' REPORT – Commissioner Lorentzen thanked everyone for the hard work in 2018 and looks forward to 2019.

11. EXECUTIVE SESSION – Brad Cattle stated that the Commissioners will recess into Executive Session at 9:25 AM; it is estimated that executive session will last up to 1 hour, concluding at 10:25 AM. The purpose of the Executive is to discuss contract negotiations. At the conclusion of the Executive Session no announcement or action will be taken by the Board of Commissioners.

12. CONCLUDE – The Board Meeting was concluded at 10:25 AM.

Signed at a regular open public meeting this 24th day of January 2019






Dan Lorentzen, Commissioner




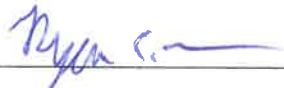

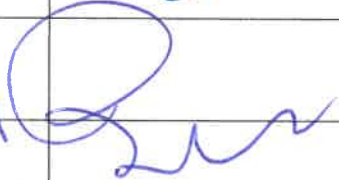
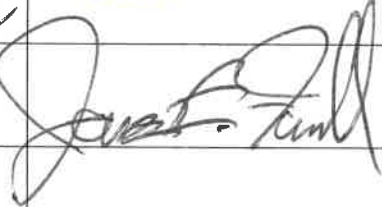
Mariah Low, Secretary and Commissioner



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
DICK TOLL		825-99th Ave SE		observation
Ryan Larson			266 631-1820	
Cric Durpes		City		
Gene Brazel		City		
Ramona May		City		
Melanie Cooper				
Jim Farrel		LSSP		