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

**MINUTES  
 COMMISSIONER MEETING  
 February 14, 2019 at 9:00 AM**

**Attendees:** Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse, Caitlin Hubbard and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Brad Cattle via phone. City Administrator 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 Lorentzen moved to approve the Agenda with the addition. 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.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Jan 22, 24, 26, 28 & 31		
B. Lien Placements (54)	NA	
Lien Releases (28)	NA	
C. Investments	\$379,148.62	
Withdrawals	NA	
Transfers	NA	
D. Payroll	\$187,356.79	
E. 40 – Maintenance	\$109,403.61	6070-6117
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	NA	
I. 60 – PWTF Principle & Interest Payment	NA	

- J. Lewandowski Short Plat DEA Approval – Leigh Nelson showed the location on the map. It is a 4-lot short plat and it recommended for approval. Commissioner Lorentzen moved to approve the Lewandowski Short Plat DEA Approval as recommended by staff. Commissioner Low seconded the Motion. The Motion passed unanimously.
- K. StorQuest Self Storage DEA Approval – not present.

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

**6. OLD BUSINESS**

- A. Biofilter Media Replacement Progress Estimate – Caitlin Hubbard prepared the final progress estimate, it is complete and recommended to approval to pay. Commissioner Lorentzen moved to approve the Biofilter Media Replacement Progress Estimate in the amount of \$44,110.75 Commissioner Low seconded the Motion. The Motion passed unanimously.
- B. Lift Station 17 Upgrade Final Acceptance – Johnathan Dix noted the Lift Station 17 Upgrade has been physically complete for a while and is recommended for approval. Commissioner

Lorentzen moved to approve the Lift Station 17 Upgrade Final Acceptance. Commissioner Low seconded the Motion. The Motion passed unanimously.

- C. Advertise for Bid Regarding the Former Treatment Plant Final Decommissioning – Caitlin Hubbard reported she has the bid specifications now and is seeking permission to advertise for bid to be first in line to get the work done. Barry Baker added this project is tilling the soils into the lagoon and limited to only decommissioning the lagoon portion to get this project complete with the Department of Ecology and is estimated at \$150,000 which is good news and down from the original anticipated cost of \$1.6 million. The work will not be done until August, the idea is to get it out early to get on the contactors list early. This included the seeding of native plants on the lagoon based on the Department of Ecology requirements. Commissioner Lorentzen moved to approve Advertise for Bid Regarding the Former Treatment Plant Final Lagoon Decommissioning. Commissioner Low seconded the Motion. The Motion passed.

## **7. NEW BUSINESS**

- A. Snohomish County IT Services – Tonya Christoffersen reported she now has the specification on coverage and costs. The costs are a little higher, but it includes replacements costs for all work stations, tablets and desktop VOIP phones. She noted if you also looked at what we have went over in costs with our current IT service it is very close in cost. She is moving forward and will make the adjustment in the budget.
- B. Request to Declare Frontier Village Pipe Repair an Emergency – Johnathan Dix explained, as the Commissioners may be aware, there is a section of pipe in Frontier Village shopping center that has several cracks and at least four holes in the bottom of the pipe and, in the interest of public health and safety, staff is asking for a motion to declare this an emergency. He explained that the emergent nature of this repair is due to the fact that there is currently an obstruction in the pipe that could cause a backup in the very near term and with the condition of the pipe being what it is, any attempt at clearing the blockage would undoubtedly cause a catastrophic failure of the pipe. Johnathan added he has contacted four contractors identified on the MRSC's small works roster and received responses from three. It is staff's recommendation that the District award the repair project to Shoreline Construction Co for the quoted cost of \$105,270.00. He noted there is a lower quote however, the lower quote did not identify any restoration costs, instead leaving those open to force account or time and materials pricing. The businesses served by the affected section of pipe have been notified that there may be impacts to their operation, but further coordination will be required once the District has a better grasp on timing of the repair. The District requested from the contractors that they do the repairs at night to minimize the impact to the majority of the businesses. Currently, it is anticipated that this project would only impact Starbuck and McDonalds and only for only a few hours in the morning. Commissioner Lorentzen moved to approve the request to declare Frontier Village Pipe Repair an Emergency as submitted by staff. Commissioner Low seconded the Motion. The Motion passed unanimously.

## **8. MANAGERS' REPORTS**

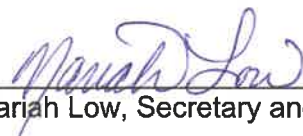
- A. Manager of Administration – Tonya Christoffersen thanked staff for their efforts with variable hours and getting through the snow. She also thanked the City for plowing to make it possible. She noted the insurance agent inspected the potential water damage on the front of the Vernon Rd building. Interstate Restoration investigators didn't have to take out any of the walls and stated they did find the leak in the wall above the awning and facia. They will be coming back to work on repairing the leak, the dry wall and dry rot after the structural engineer gives recommendation on the repair.

- B. Manager of Collections – Johnathan Dix reported there were no incidents during the snow storm and commended staff for their hard work during the snow storms. Eric Durpos added the City owns the property where the old allergy clinic was and is more than willing to let the contractor use it for staging to wend the new pipe.
  - C. Treatment Plant Update – Casey Mullins reported flows are averaging 2.8 plus MGDs per day normal for now, the snow is currently retaining some of the I&I. It's been a challenging couple of weeks getting trucks in and out due to the snow as well as no waste management pick up for 2 weeks and still no pick up; its over full. He added the unusually cold conditions are wreaking havoc on normal plant instrumentation operations and some gutter damage. They have repurposed some heat trace on TMP sensors to greatly with some dollar store buckets and insulation. He added the bio mass tank is full and they are trying to get through it until the vendors can catch up. The centrifuge issues have been more complicated due to the weather, but they are still working on disassembling it and sending it to Texas. He noted Jeff Baisch has been working on the cost with Andrits and the possible zero interest if paid over time to help not affect the budget. Commissioner Kosche asked with these issues at what point does the District phone a friend. Caitlin noted with some of it, such as Bright Water having some of the same issues the District is having, working together and sharing with the pool of the people on the filterability phone conferences has helped and the District isn't the only one having these issues. Casey added Jeff reminds him that all the plants have filterability issues. At a certain point they will reach out to vendors, some problems are just bigger and need more help.
- 9. CITY REPORT** – Eric Durpos reported they are plowing snow with staff 12 hours on and 12 hours off. The City has enough supplies for one or two more storms. Work at North Cove park has started, the Family center is gone and has been temporarily relocated to the information center at Lundeen Park. Eric asked Johnathan to let him know when the pre-construction meeting is, so he is sure to attend and stated the City has no issues with granting a variance to work at night.
- 10. COMMISSIONERS' REPORT** – Commissioner Low attended the WASWD Commissioners Conference and noted one of the items was on GASB and at the stated if you have any question contact Mickie Cooper. She attended the Women in Wastewater symposium with Tonya Christoffersen and Michelle Bauman; they took away some good information.
- 11. EXECUTIVE SESSION** – None.
- 12. CONCLUDE** – The Board Meeting was concluded at 9:25 AM.

Signed at a regular open public meeting this 28<sup>th</sup> day of February 2019



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Dan Lorentzen, Commissioner

  
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Mariah Low, Secretary and Commissioner

  
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Kevin Kosche, President and Commissioner