



1106 Vernon Road, Suite A
 Lake Stevens, WA 98258
 (425) 334-8588 Fax (425) 335-5947
 Website: www.lkstevenssewer.org

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

**MINUTES
 COMMISSIONER MEETING
 February 28, 2019 at 9:00 AM**

Attendees: Commissioners Mariah Low and Kevin Kosche, via phone and Commissioner Lorentzen via phone for Executive Session. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse, Caitlin Hubbard, Matt Bennett and Casey Mullins. District Engineers: Barry Baker, G&O and Rodney Langer, CHS. Legal Counsel: Brad Cattle. City Administrator 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 in the Flag Salute. Commissioner Low excused Dan from the meeting.
3. **AGENDA APPROVAL** – Tonya Christoffersen asked to add new item B, Adding Amy Arena to the Coastal Bank and Aflac. Commissioner Kosche 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 Kosche moved to approve the Consent Items A through J. Commissioner Low seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Feb 14		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$807,720.97	
Withdrawals	\$44,110.75	
Transfers	\$13,539.57	
D. Payroll	NA	
E. 40 – Maintenance	\$240,495.66	6119-6163 & EFT1119
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$44,110.75	6118
I. 60 – PWTF Principle & Interest Payment	\$50,211.28	6164-6166

- K. 2BR Third Addendum to DEA – not present.
- L. StorQuest Self Storage DEA Approval – not present.

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

6. OLD BUSINESS

- A. Comprehensive Plan Update – Rodney Langer reminded everyone of the objective. He stated he does have a working document. Rodney gave an update of the residential and commercial ERUs the difference in commercial ERUs are 12. In the last 3-4 years the housing density is increasing 4-7%. Treatment plant flow is up about 15% from 2015 to 2018; he stated it is unclear if this increase is from weather or usage. The conclusion is the increases are not significant enough to change the CIP. On part two, it has been unclear when any annexations into the City will be and where. There are some details missing, he will be sitting with Russ at the City the get more information. Some coordination on the CIP with staff has been done and will be adding 3-4 new projects. He added the schedule has not been changed much, there

has been some items added financing and planning of the CIP needs to be done. The third group is maintenance to the existing facilities. The District will be focusing on gathering more data for repairs. Then the update to the GFC. Commissioner Low asked what the time line looks like. Rodney replied probably the first meeting in March. Commissioner Kosche asked about the balance of plant overages and how far was I&I looked at. Rodney replied the plant flows were looked at several ways and an average of 1100 gallons per day per acre, with it not being a significant impact and is not a major concern. Matthew Bennett added he has been working on this and it's not a large issue staff will be working on the 'low hanging fruit'. Rodney added doing the right things when building the system is the right thing to do.

7. NEW BUSINESS

- A. Resolution No. 958: Emergency Repair of Lift Station 10 Forecemain – Johnathan Dix noted this is the line at Lift Station 10 that was mentioned at the last meeting. This line was declared a public health hazard and this resolution is needed to declare it as an emergency. Commissioner Kosche moved to approve Resolution No. 958: Emergency Repair of Lift Station 10 Forecemain. Commissioner Low seconded the Motion. The Motion passed unanimously.
- B. Adding Amy Arena to the Coastal Bank and Aflac – Commissioner Kosche moved to approve adding Amy Arena to the Coastal Bank account and Aflac account. Commissioner Low seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. Manager of Administration – Tonya Christoffersen reported open enrolment is coming up. There will be audiology testing Friday. She will be speaking next week to three 8th grade classes on what they do impacts the environment. She added the art teacher will be working with students to create art work to post around the District offices. She is very excited about working with the School District and how they are involving K-12. There will be pretreatment on the District website. Tonya introduced Amy Arena the new payroll and benefits coordinator; she is the succession plan.
- B. Manager of Collections – Johnathan Dix reported the work at Frontier Village and the emergency sewer main repair is virtually complete and thanked the City for their help with the noise variance and the authorization of use for the staging area. He reported the contractor working on Frontier Village was able to get the section of pipe from Coastal Bank to Starbucks pipe replaced and side sewers connected with no impact the businesses and will finishing the last part of pipe tonight.
- C. Treatment Plant Update – Casey Mullins reported flows are averaging 2.8 plus MGDs per day normal for now, the plant still has. Boilers have been problematic, techs spent the day with staff with no resolution. They were able to find a few issues to fix. The plant needs to replace three SCADA monitors. Bret Gayley toured the plant and had some good questions. Caitlin Hubbard added she has the most current report of power savings. There will be a preconstruction meeting for the biosolids killing for the old treatment plant.

- 9. CITY REPORT** – Eric Durpos thanked staff for the plant tour of Bret. The City is busy will 4 big projects. They are wrapping up the sidewalk on 91st. Lot 4 in the industrial park for the decant facility was approved and will be moving forward on design. They are working on remodeling the Public Works Facility.

- 10. COMMISSIONERS' REPORT** – Commissioner Kosche thanked everyone for their hard work, he was glad to hear the pipe replacement at Frontier Village is going well. Commissioner Low noted she stopped by the plant this morning and met with Jeff and Casey to get a better understanding.

11. EXECUTIVE SESSION – Brad Cattle stated that the Commissioners will recess into Executive Session at 9:50 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, discussion of which in public will disadvantage the District. At the conclusion of the Executive Session no announcement or action will be taken by the Board of Commissioners. Brad added they will call Commissioner Lorentzen.


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

Signed at a regular open public meeting this 28th day of March 2019






Dan Lorentzen, Commissioner



Mariah Low, Secretary and Commissioner



Kevin Kosche, President and Commissioner