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

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

**Attendees:** Commissioners Dan Lorentzen, 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. Legal Counsel: Brad Cattle. City Administrator Gene Brazel and Eric Durpos.

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. Commissioner Low excused Dan from the meeting and
3. **AGENDA APPROVAL** – Tonya Christoffersen asked to remove item 7B, it was previously approved back in November 2018. Commissioner Low moved to approve the Agenda with the removal of item 7B. 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 J. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.

|   | <b>AMOUNT</b> | <b>CHECK #'s</b> |
|---|---------------|------------------|
| A. Minutes:                               |               |                  |
| B. Lien Placements (20)                   | NA            |                  |
| Lien Releases (36)                        | NA            |                  |
| C. Investments                            | \$589,250.00  |                  |
| Withdrawals                               | \$827.88      |                  |
| Transfers                                 | NA            |                  |
| D. Payroll                                | \$187,186.30  |                  |
| E. 40 – Maintenance                       | \$105,952.79  | 6164-6203        |
| F. 48 – SRF Principle & Interest Payment  | NA            |                  |
| G. 50 – City of Lake Stevens Bond Payment | NA            |                  |
| H. 58 – Capital Expenditures              | \$11,976.50   | 6204-6209        |
| I. 60 – PWTF Principle & Interest Payment | NA            |                  |

- K. 2BR Third Addendum to DEA – Leigh Nelson noted this addendum changes the contract from 111 to 112 ERUs and the "latecomers" adjustment changing the amount of money Snohomish County will get back from future connections. Commissioner Lorentzen moved to approve 2BR Third Addendum to DEA. Commissioner Low seconded the Motion. The Motion passed unanimously.
- L. StorQuest Self Storage DEA Approval – not available
- M. Sunset Hills DEA Approval – not available
- N. Adkins-Strom DEA Approval – not available

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

6. **OLD BUSINESS**

- A. Frontier Village Emergency Pipe Replacement Update – Johnathan Dix reported the project is physically complete. This is the first step in getting the contractor paid and will start the close out of this project.

## **7. NEW BUSINESS**

- A. Award “Lagoon Decommissioning” Contract – Tonya Christoffersen stated on March 10<sup>th</sup> there were three bidders ranging from \$103,607.40 to \$173,935.50. Barry Baker added there were four bids submitted and shortly after the bid opening there was one contractor that found an error in their bid and formally requested their bid be withdrawn. The bid summary does not include this bid and changes nothing else. Commissioner Lorentzen moved to approve the remove Carmen from the bid process. Commissioner Lorentzen moved to officially make the following findings and take the following action: 1, The Lake Stevens Sewer District received the Carman’s Construction LLC bid at the March 7, 2019 bid opening for the Lagoon Decommissioning Project along with bid security in the form of a Bid Bond for 5 percent of the bid proposal. 2, Following the bid opening, Carman’s Construction, LLC timely contacted the District Engineer notifying of a bid error in the proposal. Carman’s Construction, LLC then, again, timely provided an Affidavit of Proposal Error and request to withdraw the Carmen’s Construction Bid for the Lake Stevens Sewer District Lagoon Decommissioning project. The request is consistent with the General Conditions Section. 2.01.9 regarding Proposal Errors as provided in the Contract Provisions for the project. 3, The Carmen’s Construction claim of error is allowable under the Contract General Conditions to for withdrawal of a bid and the Bidder is relieved of the responsibility for the Proposal without consequence to its bid security. 4. The District will consider award of the bid and entry into a contract to the next lowest responsive, responsible Bidder. Commissioner Lorentzen moved to approve awarding the “Lagoon Decommissioning” Contract to NW Liquid Transport 1 in the amount of \$103,607.40 as recommended. Commissioner Low seconded the Motion. The Motion passed unanimously.
- B. Amendment #13 of the Professional Services for Engineering Contract with G&O – This item was removed from the agenda at the beginning of the agenda in item 3.
- C. Ratify the Collective Bargaining Agreement – Tonya Christoffersen explained a few weeks ago the employees ratified the contract. Commissioner Lorentzen moved to approve the Collective Bargaining Agreement. Commissioner Low seconded the motion. The Motion passed unanimously.

## **8. MANAGERS’ REPORTS**

- A. Manager of Administration – Tonya Christoffersen noted the roll of toilet paper on the table is a new item the District is selling to help benefit the Caring by Sharing program. The “Who Gives a Crap” toilet paper does help give toilets to countries and towns without. There are new information boards set up to help give more information, Tonya saw this at Alderwood Wastewater and liked the idea. She added she attended a school class to talk about sewer and the students liked it. She took a class and the “silver tsunami” is a real issue in the coming years. The loss of many senior. Tonya needs approval for Johnathan to be the District delegate to vote at the Spring Conference in April. Commissioner Low moved to approve Tonya to delegate Johnathan Dix as the District delegate to vote at the WASWD Conference. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.
- B. Manager of Collections – Johnathan Dix reported Lift Station 9 was broken into again and there will be another voucher for a steel door. The intruder brought in a full range into the Lift Station to attempt to hard wire it into the breaker box. He is going to request a budget amendment to put a fence around the lift station. Johnathan noted there are 81 GFC’s paid year to date.

Wager Hills has been accepted at 42 ERUS, Norse is on its way and hopes to close out the DEA portion in the next couple weeks. Ebey View construction is nearly complete. Fairview Terrace is near complete as well and once this is closed Lions Gate 1 & 2 should be able to be closed out shortly after. The goal is to approach the Commission the beginning of April to advertise for the Regional Lift Station. Johnathan added Rodney Langer is hoping to have the first few draft chapters of the Comprehensive Plan Amendment at the first meeting in April; that is his goal. There is a meeting with Russ Wright at the City to get a better understanding on the buildable lots.

C. Treatment Plant Update – Casey Mullins reported flows are averaging 2.9 plus MGDs per day normal for now. High membrane pressure but call outs have been reduced substantially. The boilers are still problematic and has a tech coming out. Staff is doing everything they can to check things before the tech comes. He replied to the operators retiring comment, he gives as much information when talking to anyone thinking of working in the field about the benefits and need for sewer as well as talking up the job.

9. **CITY REPORT** – Gene Brazel reported he just got back from DC about the trestle project support. Eric reported work is continuing at North Cove. S Lake Stevens Rd, 20<sup>th</sup> and project Ace are moving along.

10. **COMMISSIONERS' REPORT** – Commissioner Lorentzen thanked everyone. Commissioner Kosche added he was glad to see the price of the Lagoon decommissioning when the District was anticipating a much larger cost.

11. **EXECUTIVE SESSION** – none.

12. **CONCLUDE** – The Board Meeting was concluded at 9:19 AM.

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