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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 28, 2019 at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse, Mickie Cooper and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Brad Cattle. 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. Commissioner Low excused Dan from the meeting and
3. **AGENDA APPROVAL** – Tonya Christoffersen added item 7D WEFTEC Conference and Johnathan Dix added item O Lyons Gate 1 DEA Addendum. Commissioner Lorentzen moved to approve the Agenda with the additions. 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 J. Commissioner Low seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Feb 21, 28, Mar 12,14 & 19		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$544,310.99	
Withdrawals	\$24,684.79	
Transfers	\$20,753.57	
D. Payroll	NA	
E. 40 – Maintenance	\$116,707.56	6210-6242 & EFT120
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$35,833.41	6243-6245
I. 60 – PWTF Principle & Interest Payment	NA	

- J. Lakeview Highlands DEA Addendum – Leigh Nelson commented on both J & K. Lakeview Spring West is to modify from 8 to 9 ERUs and is a one-year time extension. Lakeview Highlands is to modify from 15 to 16 ERUs. Both are very close to being finished and are recommended for approval. Commissioner Lorentzen moved to approve Lakeview Highlands DEA Addendum. Commissioner Low seconded the Motion. The Motion passed unanimously.
- K. Lakeview Spring West DEA Addendum – Commissioner Low moved to approve Lakeview Spring West DEA Addendum. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.
- L. Mountain View Estates DEA Addendum – Leigh Nelson noted this addendum is to modify the number of ERUs from 194 to 191 and it is recommended for approval. Commissioner Lorentzen moved to approve Mountain View Estates DEA Addendum. Commissioner Low seconded the Motion. The Motion passed unanimously.
- M. Belmark 16th Street DEA Construction Plan Approval – not present.

- N. StorQuest Self Storage DEA Approval – not present.
- O. Lyons Gate 1 DEA Addendum – Leigh Nelson showed the location on the map and noted this addendum modifies the number of ERUs from 42 to 43 and adds some latecomer. This is close to completion but is contingent on the completion of Fairview Terrace. It is recommended for approval. Commissioner Lorentzen moved to approve Lyons Gate 1 DEA Addendum. Commissioner Low seconded the Motion. The Motion passed unanimously.

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

Richard Todd – He reported the Department of Fish and Wildlife has deemed Wagner Hills and Westlake Crossing in gross violation of its surface water management for the relocation of the culvert that serves Stitch creek and DR Horton should be forever stained in the City of Lake Stevens. He wanted everyone to know.

6. OLD BUSINESS

- A. Contract Amendment No. 16 for Parking Lot Paving with G&O – Johnathan Dix explained this contract amendment is to allow G&O to design the parking lot for the Vernon Business Center. It includes a feasibility portion to investigate the requested options of additional ways of paving. It is recommended for approval. Commissioner Lorentzen moved to approve the Contract Amendment No 16. for Parking Lot Paving with G&O. Commissioner Low seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

- A. Cityworks Sole Source Justification – Johnathan Dix noted as discussed in a previous work shop, this software will help track the maintenance and health of the District collection system. The Cityworks program is the best option out of eight demos that staff has looked into, the cost falls in the middle of the range and is easily integrated into the District current GIS system. He is asking the Commission to approve the sole source purchase of the Cityworks platform with a cost of \$25,000 for the first year, \$32,000 the second year and \$40,000 the third year forward. Brad Cattle added they have looked into what Cityworks can do that others cannot due as well as what the District has previously invested would make it sole source. The District also researched how this purchase compares to what other municipalities paid; it is consistent with what other municipalities are paying. Commissioner Lorentzen moved to approve the authorization of the Cityworks Sole Source program purchase. Commissioner Low seconded the Motion. The Motion passed unanimously.
- B. Retaining Timmons Group for the Integration and Purchase & Sale of Cityworks Asset Management Program – Johnathan Dix explained how he researched the company and any agency that has used Timmons Group. There was good feedback and they were highly spoken of. Any overages were due to the purchasers expanding the scope of the project after realizing the capabilities of Cityworks and not the fault of Timmons Group. He added Timmons Group would include 40 hours of staff training and, in his opinion, having a professional integrate will maximize the utilization of the software. It is recommended to engage Timmons Group and the cost is \$103,000. Commissioner Lorentzen moved to approve retaining Timmons Group for the integration and purchase and sale of Cityworks Asset Management Program. Commissioner Low seconded the Motion. The Motion passed unanimously.
- C. School District Art Presentation – Tonya Christoffersen introduced Heidi and Kati from the School District. They showed art work the students made and explained they are encouraging students to learn about what they can do and the impacts. The students took their thoughts and expressed them in art. They added the students were excited to learn about it and create the art work. The students were excited to see their art work displayed at the District. Heidi

asked a few of the students what happened when they went home and one of the students was able to stop her mom from pouring FOG down the drain. She also noted Lake Creates is going on at Cavalero Mid High, the kids are the way to educate the parents. She added it has been a very nice collaboration. Tonya added Caitlin Hubbard and Tara Bighouse will be putting together some information for the event. Commissioner Kosche is excited to see as it wasn't the case when he was in school. Commissioner Low added she would love to see this continue year after year. Commissioner Lorentzen added he thought this was a great partnership.

- D. WEFTEC Conference Attendance – Tonya Christoffersen added this item from the comments from the Utility Committee meeting. She noted she has priced out the cost for the conference and due to the number of attendees the cost is quite large. She feels it isn't something conducive and for this cost the District can send three employees to CDL training. Commissioner Low asked what the training budget was for 2019. Tonya replied current it's at \$15,000 for collections and for one CDL training the cost is \$6,000. She noted Johnathan is attending WASWD Spring Conference and there aren't any large projects going on currently. Johnathan added there is ongoing CEU maintenance for the Field crews which will add additional cost. Commissioner Lorentzen added he is not interested in going however if there is something for staff to go for, it wouldn't be opposed, but it may be better at this time to put staff through some training and do more locally. Gene noted he agrees and thanked Tonya for doing research; he would like a copy. Barry Baker added G&O has staff that attends every year and sometimes makes presentations, he would be more than happy to have staff look at something there that might interest the District. Leigh Nelson added PNWCA is the local WEF affiliate and the District has attended that conference yearly. Commissioner Lorentzen added when the plant is expanded it might be a good time to attend WEFTEC. Barry noted when the plant was being built, they came across a blower that was more efficient and they were able to include that in the plant; it came from the WEFTEC Conference.

8. MANAGERS' REPORTS

- A. Manager of Administration – Tonya Christoffersen reported she has received the IT ILA from the County and she has sent it to District counsel. She is working with Interstate to take care of the walls upstairs and down, it doesn't include the floors yet. They will be working on the design of a possible awning to bring water away from the building. She and Johnathan will be working with the City of Marysville for Garbage and decant use and possibly on an as needed business. She has heard Waste Management doesn't want to pick up at the Treatment Plant anymore due to the smell and will work with Waste Management. She, Mariah and Caitlin leave next week for DC for an education plea.
- B. Manager of Collections – Johnathan Dix reported there are 85 GFC year to date and 26 permits sold to year to date. He took councilmember Brett Galey on a tour of the Lift Station, he was able to show the difficulties of balancing growth with modernizing the existing sewer system. He encourages any other councilmembers to come on a tour as well. Johnathan received the Comp Plan draft update from Rodney, he is going over the capital improvement plan and plugging into the Districts financial forecast to work on a schedule of capital projects. He and Rodney will be meeting with Russ Wright at the City to go over the buildable lots. There is a QAQC with Grace and Robin over the new regional Lift Station and will hopefully get the design buttoned up to where he can present the design to the Commission in April.
- C. Treatment Plant Update – Casey Mullins reported staff is looking into granulated chlorine pricing, and perhaps adding a few cups a day to the dumpsters in the Headworks Screening Building to reduce the smell issue. They will also look into Rubatino garbage service to fill in if Waste Management will not pick up as they have serviced Everett for years. He noted flows

are averaging 2.55 plus MGDs per day normal for spring. There have been fewer trans membrane pressure call outs and they are continuing with their carbon introduction. Last Thursday they were able to get the digester gas checked, both boilers ran through the night with no call outs. Commissioner Low asked about any update with the centrifuge. Casey replied Jeff hasn't pushed the issue too much as they are the sole provider, but he is continuing the dialog. They are hoping to get the dewatering down to once a week and possibly staggering shifts, they are working on it.

9. CITY REPORT – Gene Brazel has been at the Water Wastewater conference and just got back.

10. COMMISSIONERS' REPORT – Commissioner Low noted she and Caitlin met with Anne, at DelBene's office; it went very well. Tonya added Caitlin met with John Loveck and he has made some recommendation to her and has been a supporter of the District for years. Commissioner Lorentzen thanked everyone for the hard work. Commissioner Kosche went to the plant to get some continuing education on the plant by Casey and Jeff. He is amazed by the vast mix of mechanics, chemical and biology. He added he looks forward to going around the Collections as well.

11. EXECUTIVE SESSION – none.

12. CONCLUDE – The Board Meeting was concluded at 9:43 AM.

Signed at a regular open public meeting this 11th day of April 2019





Dan Lorentzen, Commissioner



Mariah Low, Secretary and Commissioner



Kevin Kosche, President and Commissioner