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

**MINUTES  
 COMMISSIONER MEETING  
 April 11, 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: Leigh Nelson, G&O and Rodney Langer, CHS. 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.
3. **AGENDA APPROVAL** – Johnathan Dix noted item 6B needs to be removed from the agenda, as it is included in the consent items. Commissioner Low moved to approve the Agenda with the correction. 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: March 26 & 28		
B. Lien Placements (30)	NA	
Lien Releases (40)	NA	
C. Investments	\$168,000.00	
Withdrawals	\$108,797.57	
Transfers	NA	
D. Payroll	\$187,499.92	
E. 40 – Maintenance	\$117,795.41	6249-6293
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$119,946.19	6294-6296
I. 60 – PWTF Principle & Interest Payment	NA	

J. Belmark 16<sup>th</sup> Street DEA Construction Plan Approval – not present.

K. Lewandowski DEA Construction Plan Approval – Leigh Nelson showed the location on the map, it's for 4 units and is recommended for approval. Commissioner Lorentzen moved to approve Lewandowski DEA Construction Plan Approval. Commissioner Low seconded the Motion. The Motion passed unanimously.

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

**6. OLD BUSINESS**

A. Final Acceptance for the Frontier Village Emergency Pipe Replacement Project – Johnathan Dix stated the contractor has completed the project and all punch list items are complete. Staff has deemed the project acceptable and is recommended for acceptance. Commissioner Low moved to approve the Final Acceptance for the Frontier Village Emergency Pipe Replacement Project. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.

## 7. NEW BUSINESS

- A. Comprehensive Plan Update by CHS – Johnathan Dix shared he, Rodney Langer and Russ Wright have been working diligently to evaluate actual remaining buildable land. This process has been complicated due to several zoning identifiers being capable of supporting several permitted uses. He handed it over to Rodney Langer. Rodney explained the objective is to review growth forecasts and the CIP timing to determine if the CIP and GFC adjustments are warranted. Population growth per OFM (Office of Financial Management) is 7.2% higher. The household population has increases from 2.7 to 2.9 per household. The sewer flows are all higher, but the infiltration rate has remained the same. The growth forecast is on track within 20 ERUs at the end of 2018.

Rodney explained the City is showing 22% fewer lots per subdivision and the District is seeing 10% higher. What has tipped it for him is the City is redoing their buildable lands report and shared the preliminary report, it is showing even more surplus capacity in the UGA than originally anticipated. Most of the surplus is in the South part of the UGA and is from land use changes in the UGA. He spoke with Russ on decisions for specific areas and he has expressed they are adding approximately 7,500 population in that area. There are also an additional 650 lots in the UGA after the study; growth and flows are on target and improvements should be looked at. After talking with Russ Wright Commercial is the big variable due to also allowing multifamily under this land use.

Rodney noted the next part was to review the CIP Plan. They took out the completed projects and added the District office upgrades, Asset management program purchase, Grace Lane Extension and the CCTV/Vactor Truck equipment replacement. He noted they split a couple projects, including a small project at Main/18<sup>th</sup> and Lift Station 1C; after the work at Lift Station 2C the changes to 1C would come. One of the challenges with any CIP is keeping up with the changes and is reflected in the 10-year capital improvement plans. Rodney noted there is one project not listed; the District contribution to take the pipe under Hwy 9 at 24<sup>th</sup>. Commissioner Kosche asked about the decant facility and the District's share in it. Tonya replied she will reach out to Eric again about this. Rodney stated after this report and positive feedback it will now go to the financial analysis. It is recommended to go to SEPA and it is recommended at the next meeting to set the public hearing for May 23<sup>rd</sup>, review SEPA and issue determination no later than May 8<sup>th</sup> to close May 23<sup>rd</sup> with a draft amendment to the Board the week of May 6<sup>th</sup> to present to the board on May 9<sup>th</sup>.

- B. South Lake Stevens Regional Lift Station Design Review by PACE Engineering – Johnathan briefly explained the history and noted there are currently three moratoriums in this area. The current biggest hurdle with Lift Station 8 is it cannot be upgraded, List station 2 is not upgradable with it current footprint and would require a complete rebuild to get any more capacity. He showed the location on the Map of the area of moratorium. He noted the design assumptions; including the existing conditions and the buildout conditions. Johnathan noted Robin Nelson from PACE Engineering took the configurations into mind when designing the Regional Lift Station. Robin explained the original design of the new Regional Lift Station is to be a wet well/dry well system, the pumps are high efficiency, all of the DOE compliance and variable frequency drives provide energy savings and less wear and tear on equipment. He explained the electrical will be above ground and everything else will be in underground. There will be a more industrial look with a fence surrounding and some landscaping. All the DOE and City's criterial is in compliance. This design went through both District and peer review, they have met with the City for permits and the applications are ready to go, SEPA has been issued

as well and the comment period is complete. His request is going forward with the approval of Design.

Johnathan Dix explained the scope of work; Lift Station construction, 2 areas to add Forecmain extensions, a substantial gravity realignment and connecting to Lift Station 8; there will be some abandoning of a force main and it will be to the City's standards. He showed an overview of the site plan and the internal configuration; working at minimizing the above grown aesthetic. Johnathan showed the force main and gravity main changes on the map. The next step is for the Commissioner to approve the plans. Then staff will submit building permits to the City, Staff and PACE will advertise the project for bid. Commissioner Kosche asked the original cost. Johnathan replies was it was \$6.4 million and is now approximately \$2.8 million. Commissioner Lorentzen asked if there is some site security planned for this Lift Station. Johnathan replied there will be motion lights and all the panels above ground will have limit switches. Commissioner Lorentzen moved to approve the plans as is for the South Lake Stevens Regional Lift Station. Commissioner Low seconded the Motion. The Motion passed unanimously. Commissioner Lorentzen asked what is the time line. Johnathan explained the next step is to go to the City for permits; he added they have already talked to Grace Kane, the City's engineer to get preliminary comments. However final permit approval can take as long as thirty days.

- C. Employee Recognition to Jeff Baisch for 25 Years of Service – Tonya Christoffersen recognized Jeff Baisch, Senior Wastewater Operator. He knows a lot and with 25 years of knowledge he brings to the District, recognized him for 25 years of service.

## **8. MANAGERS' REPORTS**

- A. Manager of Administration – Tonya Christoffersen reported it will be approximately 20 weeks until we change to County IT. They will start this weekend on the repairs to the walls both upstairs and down, the floors will be done at a later date. Commissioner Low, Caitlin Hubbard and Tonya went to DC and had a positive experience. She will talk to Gene about having a shared booth at Aquafest and will be at Lake Creates on the 25<sup>th</sup> as well. There is an opportunity to be part of Snohomish Boys and Girls Clubs, similar to what is being done at the schools.
- B. Manager of Collections – Johnathan Dix reported there are 87 GFC year to date and 68 permits sold to year to date. Staff has been working diligently on WinCan to capture the CCTV footage, there has been an issue with the softwares mapping and will be working with tech support to get that fixed; Cityworks will help with these problems. He is going to WASWD Conference next Tuesday and asked for comments or anything wanted from the commission.
- C. Treatment Plant Update – Casey Mullins reported flows 2.4 MGD, normal for this time of year. General plant spring cleaning is underway. Boiler 1 is running reliably. Commissioner Kosche asked is the temperature of the flow measured. Casey stated they do measure and it hasn't changed much; approximately 3 degrees. Commissioner Kosche added if it helps rerating the plant, this one has a direct correlation to how it is run. Jeff Baisch added he has proved the others wrong as there is a way to make it work, and not applying heat through two winters. It can be figured out. Commissioner Kosche stated because it has such a large impact, he would like staff to come back with any changes they think will help. Commissioner Low asked where we are on the centrifuge maintenance plan. Jeff replied there are some financing options they are working on and is trying to get the cost down to approximately \$70,000.

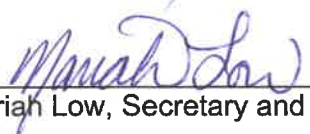
Caitlin Hubbard reported on the trip to DC. She, Tonya and Commissioner Low attended the Fly In. Currently the cost of infrastructure is a burden on the rate payers. The nutrient pollution in Puget Sound was discussed and the cost is 85%.... The overall quality of the meetings was really high and were able to get their points across, we didn't have to sell their points for clean water everyone wants it and it was very beneficial. Commissioner Low added with the PNCW group they were with all the groups, not just from our area. Caitlin added it was nice to have 7 people from WA.

9. **CITY REPORT** – Gene Brazel congratulated Jeff on 25 years. The decant facility is now underway and is just now getting utilities involved. The City is going out for a grant for the building. Tonya added the District met with the City of Marysville on their decant facility which they received grant money for, reaching out to them for help on grants might be beneficial and possibly making it a Regional decant facility as it is really needed. Commissioner Kosche asked how a regional decant facility will work. Tonya replied making it a revenue stream or partnership. Gene added the liability is the issue and who takes on the responsibility, the more involvement the better off it will be.
10. **COMMISSIONERS' REPORT** – Commissioner Lorentzen thanked everyone and congratulated Jeff again. Commissioner Low congratulated Jeff again and feels encouraged on how well things are going.
11. **EXECUTIVE SESSION** – none.
12. **CONCLUDE** – The Board Meeting was concluded at 9:53 AM.

Signed at a regular open public meeting this 25<sup>th</sup> day of April 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

**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
Mickie Caspa		LSSD		
RITA NELSON		11255 Kirkland Way PACE Kirkland WA	425-827-2014	SOUTH LAKE STEVENS REGIONAL P.S.
RODNEY LANGER		CAS Engineers LLC Bellevue WA	425 637 3693	SSCP AMEND
GARY PETERSON		CITY	425.418 1245	
ERIC ECHOLS		LSSD		
LORNE GIBSON		LSSD		
Caitlin Hubbard		LSSD		
JEFF BARNER		LSSD		
CAROL MULLINS		LSSD		
Ryan Larson		Land Pro		
ROCHELLE SMITH		Land Pro Group		