



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
 April 25, 2019 at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse, Mickie Cooper, Caitlin Hubbard and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Jordan Stephens. 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 asked to amend item J. Lewandowsky with Belmark 16th Street DEA Construction Plan Approval, Lewandowski was approved last meeting the two were mixed up. Tonya would like to add item 6B Bond Review. Commissioner Lorentzen moved to approve the Agenda with the correction. 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:		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$875,385.37	
Withdrawals	\$28,728.16	
Transfers	\$40,822.07	
D. Payroll	NA	
E. 40 – Maintenance	\$168,086.38	6297-6342 & EFT121
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	\$9,900.00	6343
H. 58 – Capital Expenditures	\$47,743.68	6344-6346
I. 60 – PWTF Principle & Interest Payment	NA	

- J. Belmark 16th Street DEA Construction Plan Approval – Leigh Nelson showed the location on the map. It is one pipe and manhole. The plans meet the developer standards. Commissioner Lorentzen moved to approve Belmark 16th Street DEA Construction Plan Approval. Commissioner Low seconded the Motion. The Motion passed unanimously.
- K. Lake Drive DEA – Leigh Nelson explained this project will be 9 duplexes; 18 ERU's at the bottom of Lake Dr. It is a sewer extension on the property and is recommended for approval. Commissioner Lorentzen moved to approve Lake Drive DEA. Commissioner Low seconded the Motion. The Motion passed unanimously.
- L. Hewitt DEA – Leigh Nelson noted this is this is recommended and meets District standards Commissioner Low moved to approve the Hewitt DEA. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.
- M. Adkin-Strom DEA – not available.

- N. Nourse Phases 3 & 4 DEA Construction Plan Approval – Leigh Nelson noted this project has been renamed to the Timbers and it is 113 ERUs. It meets the developer standards and is recommended for approval. Commissioner Low moved to approve Nourse Phases 3 & 4 DEA Construction Plan Approval. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.
- O. Pellerin I Construction Plan Approval – Leigh showed the location on the map. The construction plans meet developer standards and there are some latecomers. It is recommended for approval. Commissioner Lorentzen moved to approve Pellerin I Construction Plan Approval. Commissioner Low seconded the Motion. The Motion passed unanimously.
- P. Sunset Hills DEA – not available.
- Q. Sunset Hills Construction Plan Approval – not available.

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

6. OLD BUSINESS

- A. Correction of Check Numbers for Consent Items on the March 28th Agenda – Tonya Christoffersen explained this is a house keeping correction. The wrong check numbers were listed on the consent items incorrectly. The check numbers were input as 6210 to 6243 and 6244 to 6246. The checks that were used were 6210 to 6242 and 6243 to 6245. Commissioner Low moved to approve the correction of the check numbers. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

- A. Resolution No. 959: Surplus 1996 Cube Truck – Johnathan Dix explained this resolution authorizes the sale of the 1996 Cube Truck. Commissioner Kosche asked how many miles are on the truck, Johnathan replied 112,000 miles. Commissioner Lorentzen moved to approve Resolution No 959: Surplus 1996 Cube Truck. Commissioner Low seconded the Motion. The Motion passed unanimously.
- B. Approval to Purchase a New Cube Truck – Johnathan Dix explained this truck will replace the surplused cube truck. He explained he received three complete quotes and Roy Robinson was the low bidder at \$38,683. Commissioner Lorentzen moved to approve the purchase of the new Cube Truck from Roy Robinson in the amount of \$38,683 as the lowest bidder. Commissioner Low seconded the Motion. The Motion passed unanimously.
- C. Resolution No. 960: Repealing Resolution No. 949 to Transfer Funds – Mickie Cooper explained back in Sept Res 494 was approved to move funds for the realignment for the sewer project at SR 204 and SR9. The transfer was never complete as the project scope changed. Commissioner Lorentzen moved to approve Resolution 960: Repealing Resolution No. 949 to Transfer Funds. Commissioner Low seconded the Motion. The Motion passed unanimously.
- D. Bond Review – Tonya Christoffersen explained this item came from the Commissioner Workshop and was explained by Dave Trageser, identifying potential savings to refinance the bonds. She would like the approval to start this process and to use the rate stabilization money to pay down debt. Commissioner Lorentzen explained to the audience, bond council came and reported we may have the potential to save \$2 million initially and \$10 million over the life of the bonds. Commissioner Lorentzen moved to approve the beginning process to refinance the bonds.

8. MANAGERS' REPORTS

- A. Manager of Administration – Tonya Christoffersen announced she was pleased to get clarification on the landscaping. She signed a landscaping contract with Plantscapes. She met with Barry Baker on the overhang awning and design for the roof and moving a wall in the

board room. Tonya and Caitlin attending an emergency meetings and is glad to note the District is a first responder. She thanked Casey for the tour he provided to an aspiring treatment plant operator. She noted Tara Bighouse and Caitlin Hubbard will be hosting a booth at Lake Creates about the District and Sewer. Tonya reported House bill 2158 is a 20% B&O surcharge on revenue, this could cause over \$3 million to the District which is an increase of approximately \$3 to each rate payer.

- B. Manager of Collections – Johnathan Dix reported he recently attended WASWD Spring conference. Senate Bill 5122 passed at both chambers, this allows Commissioners of District with 5000 or more hook ups to receive District paid medical benefits. Commissioner Kosche noted for the record the Commissioners do not get benefits. The PWTF has no proposed cuts, there are several competing priorities, for instance high speed internet across the state is a priority and it looks like some of the PWTF money will go to internet services. Senate Bill 5418 and House Bill 1259 allowing Districts to use unit price contracting was passed but amended so it will go back to the house for voting again. If it passes again this will help the District a lot with not having to go to bid every time for common work. He noted there are 122 GFC year to date. The Field crew has been working hard and diligently tracking down INI and repairing it. He explained the use a product called seal guard, it works great.
- C. Treatment Plant Update – Casey Mullins reported flows 2.9 MGD, normal for this time of year. Warmer temps are creating a healthier bio mass. He had zero calls from the 9th to 12th while he was on call. With the dewatering centrifuge needing repair, Jeff has been working on it and will give an update in the near future. The spring cleaning work around the plant is underway. Casey noted bagging the screenings has helped reduce the odor a lot. Tonya added this is what Snohomish and Marysville do as well, to help get the smell down. It came down to adding bags to the landfill or putting chemicals in the landfill and either is unavoidable. Casey noted staff build a larger platform to accommodate the bagging. Tonya added Jeff will be at the May 9th meeting to update on the centrifuge.

Caitlin Hubbard updated on the Fly in and the PNCWA will be giving refunds this year to more than just the one agency that attended. She submitted receipts totaling approximately \$3000 in travel expenses for potential reimbursement. Caitlin presented on what will be talked about at Lake Creates tonight at the School she will be hosting a booth with Tara Bighouse on behalf of the District. She showed the displays they created as well as the hands on activities. The art teacher will be providing a display of artwork. Commissioner Lorentzen suggested bringing discharge water from the plant and clean water.

9. CITY REPORT – Gene Brazel added they did the same in Monroe and it cleaned things up significantly. He noted council took action to approve the purchase of land for the police department from the fire department near Tom Thumb. The cost for Chapel Hill was upwards of \$20 million to build the new Police Department and this new purchase and facility will be around \$9 million. The existing community center will be split in half to be training, evidence receiving area with lockers, etc.

10. COMMISSIONERS' REPORT – Commissioner Lorentzen thanked staff for everything and looking out for the rate payers best interest. Commissioner Kosche would like to resurface the conversation on moving from 3 to 5 Commissioners. He was originally against this at the time and now that the merger discussion is behind us and that he has time to sit in and experienced they cannot have a conversation without difficulty; to bring it out before the elections and to start the process in an open public meeting.

11. EXECUTIVE SESSION – none.

12. CONCLUDE – The Board Meeting was concluded at 9:53 AM.

Signed at a regular open public meeting this 9th day of May 2019





Dan Lorentzen, Commissioner


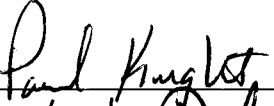

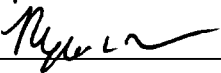


Mariah Low, Secretary and Commissioner

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 Cooper		LSSD		
Paul Knight		LSSD		
Rochelle Smith		LPG		
Ryan C. Larson		LPG		