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

**MINUTES
 COMMISSIONER MEETING
 May 9, 2019 at 9:00 AM**

Attendees: Commissioners Mariah Low and Dan Lorentzen, via phone. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse, Mickie Cooper, Jeff Baisch and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Brad Cattle. City Public Works Director Eric Durpos.

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 Commissioner Kosche from the meeting.
3. **AGENDA APPROVAL** – Commissioner Lorentzen moved to approve the Agenda as presented. 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: March 19, April 11, 23 & 25		
B. Lien Placements (26)	NA	
Lien Releases (20)	NA	
C. Investments	\$951,087.50	
Withdrawals	\$87,280.48	
Transfers	NA	
D. Payroll	\$182,586.56	
E. 40 – Maintenance	\$52,693.84	6347-6391
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$87,280.48	6392-6395
I. 60 – PWTF Principle & Interest Payment	NA	

- J. Sunset Hills DEA – not available.
- K. Sunset Hills DEA Construction Plan Approval– not available
- L. Adkin-Strom DEA – not available.
- M. Hewitt DEA Construction Plan Approval – Leigh Nelson showed the location on the map. This project includes 14 ERUs and is located just south of Hewitt St. This DEA meets District standards and is recommended for approval. Commissioner Lorentzen moved to approve the Hewitt DEA Construction Plans 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. Comp Plan Update – Johnathan Dix noted the intent of amending the 2016 Comprehensive plan was to test the assumptions made in the plan against current conditions and data and to investigate whether current conditions required a course correction from the 2016 assumptions. The primary focus of this amendment was to current buildable lands inventory

data and to adjust the current Capital Improvement Plan to ensure that the District is prepared to facilitate development of these buildable lands to their highest and best use and to support the City's Sub-Area Planning goals. He summarized the results; the 2018 downtown subarea plan for mixed use and commercial had a net increase of 120 ERUs. The City's 2019 buildable land report conclusion was the UGA has a surplus of buildable land above City and County 2035 population forecast. The 2016 growth assumptions were accurate; only off by 12 ERUs. Current and proposed future changes to land use and zoning and future annexations within the UGA may result in an increase in ERU assumptions by 680 ERU's. The City and District reviewed the 29 developments in progress and found that actual lot yield was 22% lower than previous Buildable Lands Report anticipated. Not quite to the density that was predicted in the 2016 comp plan. The office of financial management increased household density from 2.77 to 2.81 people per household; the accuracy of this figure is supported by the flow received by the Treatment Plant. Treatment Plant loading is well under NPDES permit limits. Hydraulic capacity is the leading factor in timing of the large treatment plant upgrade with the 2025 date of upgrade for the Treatment Plant still accurate. New projects added to the Capital Improvement Plan and timing and funding sources were adjusted with consideration given to pace and locations of development. Also, with City Staff input, the timing of Capital projects within the Downtown subarea were adjusted. Costs were adjusted to 2019 current value. There is still one more item to be complete and that is the financial analysis. Johnathan, Rodney and Mickie had a conference to get the finishing numbers to have the finished CIP to the Commission on the 21st.

7. NEW BUSINESS

- A. Resolution No. 961: Authorizing the Transfer of Funds from Capital Expenditures – Mickie Cooper explained looking at the Fund 58 balance there has been some capital expenses in the last couple years from the CIP. This Resolution moves money from Fund 46 to Fund 58 to cover the cost of these projects. Commissioner Lorentzen moved to approve Resolution No 961: Authorizing the Transfer of Funds from Capital Expenditures as recommended by staff. Commissioner Low seconded the Motion. The Motion passed unanimously.

- B. Resolution No. 962: Intent for Consideration of Vacating a Sewer Easement – Johnathan Dix explained this sets the process for vacating this easement. This easement is located near the grange and on the Autumn Crest plot. It has been discovered this easement is no longer needed and is a deterrent to the Autumn Crest development. The process in the resolution sets a public hearing date and public notification of the Districts intent to vacate this easement. If approved the District would set a hearing date for May 23rd for any public comments. Commissioner Lorentzen moved to approve Resolution No. 962: Intent for Consideration of Vacating a Sewer Easement. Commissioner Low seconded the Motion. The Motion passed unanimously.

- C. Set Public Hearing Date for Vacation of Sewer Easement – Johnathan Dix needs the Commission approval to set the hearing date to vacate the sewer easement as mentioned in item 7B. Commissioner Lorentzen moved to set the public hearing date for May 23rd at the 9:00 AM at the District Board meeting. Commissioner Low seconded the Motion. The Motion passed unanimously.

- D. Set Public Hearing Date for SEPA & DNS for the Comp Plan – Johnathan Dix noted the District has noted in the DNS for the Comp Plan amendment; at the conclusion of the comment period the District is required to hold a hearing date. He would like to set that date for May 23rd.

Commissioner Lorentzen moved to approve the Public Hearing date for SEPA & DNS for the Comp Plan for May 23rd at the 9:00 AM District Board meeting.

- E. Centrifuge Service and Maintenance Contract with Andritz – Jeff Baisch explained he just accepted a contract for the repair of the centrifuge. It will be shipped to Texas and they will rebuild it and check for issues. When it comes back a technician will come back to install it and make sure it's working properly. Then in a year a technician will come out again to inspect. The cost is a total of \$71,844.00 with options for payment. Commission Low thanked Jeff for all his work on keep the cost down and getting this fixed. Commissioner Lorentzen thanked him as well. Commissioner Lorentzen moved to approve the General Manager to sign the Centrifuge Service and Maintenance Contract with Andritz with the monthly payment option. Commissioner Low seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. Manager of Administration – Tonya Christoffersen thanked Jeff Baisch for all his hard work on this and keep the cost down, it was a lot of work. She has been working on bond paperwork. Tonya has completed her twelfth class on Wastewater and has been getting good feedback. When 54% of kids don't go to college it's nice to give them alternatives. The District will be at the Health and Safety fair on June 8th; Mickie and Theresa will be there with the same display as Lake Creates. Tonya added the repair on the water damage in the building is complete.
- B. Manager of Collections – Johnathan Dix reported the District has received their new crane truck and will be getting the new box truck soon.
- C. Treatment Plant Update – Casey Mullins reported flows 2.55 MGD, normal for this time of year. The process for membrane recovery cleans is underway; its semiannual. One train per week with six weeks to go. There were no TMP call ins this week and general spring cleaning continues.

- 9. **CITY REPORT** – Eric Durpos reported North Cove is coming along irrigation is wrapping up today and it will be sodded. Monday go out to bid on the pavilion building. They received million-dollar park to for the park. The last tenant moved out at the Williams property and the City will get started on that project soon. The decant facility purchase and sale should be complete this week. They are working on moving the police into the new building. The boat launch will be opening back up. The City has relocated the memorial. They hired two new people in public works and working on a few more hires.

Jeff added this a good time to note a new MBR park would be beneficial downtown.

- 10. **COMMISSIONERS' REPORT** – Commissioner Lorentzen and Low thanked staff for all their hard work and the spring-cleaning efforts around the lift stations.

- 11. **EXECUTIVE SESSION** – none.

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

Signed at a regular open public meeting this 23rd day of May 2019





Dan Lorentzen, Commissioner



Mariah Low, Secretary and Commissioner



Kevin Kosche, President and Commissioner