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

**MINUTES
 COMMISSIONER MEETING
 June 13, 2019 at 9:00 AM**

Attendees: Commissioners Mariah Low and Dan Lorentzen, via phone. District Staff: Tonya Christoffersen, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker, G&O. Legal Counsel: Brad Cattle. City: Councilmember Gary Petershagen and Gene Brazel.

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.
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: May 19, 21, 23 & June 5		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$1,305,735.78	
Withdrawals	\$400,000.00	
Transfers	NA	
D. Payroll	\$177,814.21	
E. 40 – Maintenance	\$89,578.41	6438-6485
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$11,549.41	6486-6488
I. 60 – PWTF Principle & Interest Payment	\$1,294,186.37	6489

- J. Sunset Hills DEA – not available.
- K. Sunset Hills DEA Construction Plan Approval– not available
- L. Adkin-Strom DEA – not available.
- M. StorQuest DEA – not present.
- N. StorQuest DEA Construction Plan Approval – not present.
- O. Fairview Terrace DEA Addendum – Barry Baker explained this is a change in the number of lots from 46 to 45. It is located on 79th off of 20th Street and is recommended to approval. Commissioner Lorentzen moved to approve Fairview Terrace DEA Addendum. 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. Feasibility Presentation on Vernon Business Center Parking Lot Paving – Tonya Christoffersen explained this currently where the employees park and handed it over to Barry Baker. He showed a PowerPoint presentation explaining Gray & Osborne Inc was tasked to give options for paving the gravel lot, while meeting City requirements. He explained the size of the existing office building and its parking lot meet the City Code requirements for office use. Barry

recapped the size of the area and what he had to work with; he pointed out as part of this improvement a sidewalk would be required bridging the gap of the existing sidewalk on both sides of this lot.

Option 1: The city has adopted the 2012 DOE standards and the space would allow 12 parking spaces with no permanent stormwater facilities needing to be added. It doesn't reach the walkway to the office building and leaves the rest of the lot gravel. Option 2: Increases to parking spaces to 26, it would have stormwater quality treatment and is under 10,000 sq. ft. LID techniques would not be able to be used due to the lack of infiltration capacity based on the geotechnical field investigation. Lastly option 3: Would pave the full lot giving a total of 34 spaces and includes water quality treatment and large pipes for detention for stormwater runoff. On Option 2 and 3 there is a landscaped island which is required due to the size of the paved area. He also noted the current grade going into the lot would be cut down to at approximately 7.5%. Barry showed the flow chart for the stormwater requirements; but not ready for permit submittal at this point yet. But this is to show what is required and the process of arriving to these options.

Barry Baker continued with the cost options; option 1 is approximately \$118,000, option 2 is approximately \$225,000 and option 3 is approximately \$525,000. He is recommending option 2 as a best value and option 3 is the highest added parking. It may be possible this year, but the price does increase and significantly we move into the construction season. Commissioner Low noted the commission discussed they would like it to be more like one lot, removing the hedges. Barry replied he can certainly get that option but for the Commission to keep in mind they are two separate lots and there are requirements on how it needs to be done. He is seeking direction on where the District would like them to proceed, this was to give options and pricing. Tonya Christoffersen added Commissioner Kosche had mentioned a one way in and one way out, if possible. Barry replied it is a possibility and he would recommend the north lot be the in and the south end be the out. Commissioner Lorentzen asked if it could be more circular and thinks option 2 gets us there with the island requirements. Barry replied option 2 or 3 would allow the connection in the lots and to be aware for drive through areas it will take away from the parking spots. Barry noted the ADA parking spaces would be moved to the other side and the connection would be near the building and a pedestrian walkway and take out the 2 ADA lots in the middle. Commissioner Lorentzen believes option 2 would be the best option with looking at the option of looking at the drive through. Commissioner Low agreed; she would like to see the drive through option as well.

- B. Approval of Amendment to the 2016 Sewer Comprehensive Plan – This item is not ready and has been moved to the next Board Meeting.

7. NEW BUSINESS

- A. Gray & Osborne Inc Contract Amendment No. 17 – Barry Baker added this includes structural revisions to the outside of the building and does include architectural interior and exterior. Commissioner Lorentzen moved to approve the authorization for the General Manager to sign Gray & Osborne Inc Contract Amendment No. 17. Commissioner Low seconded the Motion. The Motion passed unanimously.
- B. Resolution No. 963: Adopting a new Commercial Billing Rate and GFC Methodology – Tonya Christoffersen explained this resolution changes the base rate water usage from 900 cubic ft to 750 cubic feet and adjusts the commercial General Facilities Charge methodology to reflect the 750 cubic foot per ERU base rate. The revised GFC calculation reduced the square footage per ERU by roughly 17% in most of the Commercial categories This puts the District more in

line with surrounding Districts. Commissioner Lorentzen moved to approve Resolution No. 963: Adopting a new Commercial Billing Rate and GFC Methodology. Commissioner Low seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. General Manager – Tonya Christoffersen thanked Commissioner Low for participating in the Health and Safety Fair with Mickie and Theresa. She received a lot of good feedback. The Caring by Sharing fund has just over \$2000 in it currently, its going well. June 25th is the utility committee meeting at 4pm and a workshop at 3pm as well as a joint meeting with the City on July 9th. On June 27th there will be a financial report by Mickie and hopefully the comp plan resolution as well. She noted she will be on vacation next week and will be back on the 23rd.
- B. Manager of Collections – Tonya Christoffersen reported for Johnathan Dix who was at a class for the day. There are 243 GFC's paid to date. The final draft of the Comp Plan Amendment is currently being reviewed by staff and will be ready for Commission review by the end of the week for potential approval on the 27th.
- C. Treatment Plant Update – Casey Mullins reported flows 2.5 MGD; normal for spring. Membrane recovery cleans were finished yesterday, 6 trains were cleaned with hypo and citric acid and the cassettes were inspected and documented. Spring cleaning, brush trimming, pressure washing, and grounds cleaning continues. He explained lower flows are allowing a lower sludge production will help when Anderitz is ready and confirms a date. Staff can have it ready two weeks from their ready date

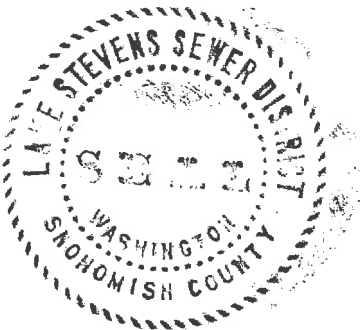
9. CITY REPORT – Gene Brazel announced City council voted and Aparicio Brothers were awarded the contract to build the pavilion and the gazebo. There is a 120-day construction window.

10. COMMISSIONERS' REPORT – Commissioner Lorentzen thanked everyone for their hard work. Commissioner Low seconded that and had a great time at the health and safety fair with a steady flow of people. Tonya added the fight is on for not having the word Flushable on the wipes, however Costco is gearing up for the fight as well. Commissioner Low added it's also other countries such as Canada doing this.

11. EXECUTIVE SESSION – none.

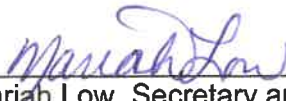
12. CONCLUDE – The Board Meeting was concluded at 9:33 AM.

Signed at a regular open public meeting this 27th day of June 2019





Dan Lorentzen, Commissioner



Mariah Low, Secretary and Commissioner



Kevin Kosche, President and Commissioner