



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

**MINUTES  
COMMISSIONER MEETING  
November 14, 2019 at 9:00 AM**

**Attendees:** Commissioners Dan Lorentzen and Mariah Low. District Staff: Tonya Christoffersen, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker & Leigh Nelson, G&O and Rodney Langer, CHS. Legal Counsel: Brad Cattle. City Councilmember Leah Everett

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. She excused Commissioner Kosche from today’s meeting.
3. **AGENDA APPROVAL** – Commissioner Low excused Commissioner Kosche from today’s meeting. Commissioner Lorentzen noted the progress payment is listed below on the agenda and the amount and check number should not be included in the consent items. The change is consent item H, the amount should be \$32,848.51 and check numbers are 6958-6961, Check number 6962 for the amount \$403,832 will be under item 7B and moved to approve the Agenda with this change. 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 I with the correction. Commissioner Low seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Oct 22 & 24		
B. Lien Placements (37)	NA	
Lien Releases (35)	NA	
C. Investments	\$537,673.73	
Withdrawals	\$3,930,143.28	
Transfers	\$6,582.51	
D. Payroll	\$202,951.94	
E. 40 – Maintenance	\$97,207.45	6900-6956 & EFT 128
F. 48 – SRF Principle & Interest Payment	\$1,646,365.84	6957
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$32,848.51	6958-6961
I. 60 – PWTF Principle & Interest Payment	NA	

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

6. **OLD BUSINESS –**

- A. Amendment #1 of CHS Professional Services Agreement for the 2016 Comp Plant Amendment – Johnathan Dix explained this amendment is to incorporate some comments from outside agencies and changes the agreement made with CHS increasing the amount by approximately \$3,500 and authorize the General Manager to sign the agreement. Commissioner Lorentzen moved to approve Amendment #1 of CHS Professional Services Agreement for the 2016 Comp Plant Amendment and approve the General Manager to sign the agreement. Commissioner Low seconded the Motion. The Motion passed unanimously. Johnathan noted there will be a

resolution next meeting. Rodney Langer added after approval they will submit the amended comp plan to the agencies and await approval.

## 7. NEW BUSINESS

- A. Change of Date of the November 28<sup>th</sup> & December 26<sup>th</sup> Board Meetings – Tonya Christoffersen noted the November 28<sup>th</sup> Board meeting falls on Thanksgiving, so we need to move the meeting. After discussion it was moved to November 25<sup>th</sup> at 9:00 AM. The December 26<sup>th</sup> Board Meeting was moved to December 23<sup>rd</sup> at 11 AM, following that meeting will be the District Employee appreciation. She asked for a Motion from the Commission. Commissioner Lorentzen moved to approve the date changes from November 25<sup>th</sup> to November 23<sup>rd</sup> at the same time and the December 26<sup>th</sup> meeting to December 23<sup>rd</sup> at 11am. Commissioner Low seconded the Motion. The Motion passed unanimously.
- B. Progress Payment Request #1 for the South Lake Regional Lift Station – Johnathan Dix noted these progress payments will not be listed as an individual item on future agenda, it will be in the consent items from here on out. This progress payment is in the amount of \$403,832 for the South Lake Regional Lift Station. Commissioner Lorentzen moved to approve Progress Payment Request #1 for the South Lake Regional Lift Station in the amount of \$403,832 check number 6962 as recommended by staff. Commissioner Low seconded the Motion. The Motion passed unanimously.
- C. Resolution No. 973: Regarding Smoke Test Policy Amending Resolution No. 62 – Johnathan Dix explained this resolution amends resolution 62. He has incorporated all the comments and recommendations into this resolution, including the life or death instances. There is a 30-day requirement to repair a sewer deficiency that are immediately dangerous to life or health and 180 days for those not an emergency. He also changed reference of Superintendent to District staff in this resolution. There is an added provision if the repairs are not made in the 180 days the District will complete the repairs and lien the property until paid. This resolution recommended by staff and legal. Commissioner Lorentzen moved to approve Resolution No. 973: Relating to Sewer Connections and Building Sewers and Amending Sections 2.04 and 2.05 of Resolution No. 62, the Administrative Code of the District. Commissioner Low seconded the motion. The Motion passed unanimously.
- D. PUD energy Savings Check Presentation – Caitlin Hubbard noted the ongoing energy savings efforts has made it possible for the District to receive some money from the Puget Sound Energy Cohort. Chuck Peterson introduced Jim Conlan and Allison Grinczel from the PUD. He explained the District had a 6% energy savings last year and a 10.3% savings this year. Jim gave a handout and pointed out this program has a 2-year renewal for a max of 8 years and is strictly for Snohomish County with an average of 3 – 5% savings. He noted thanks to the Lake Stevens Sewer District Treatment plant they are well above that average. Without a person like Caitlin to make these changes happen they just wouldn't. This savings doesn't not show the LEAP system project; the implementation of that capital project has helped save energy as well. The increased persistence in energy savings is a great thanks to Caitlin's effort. Allison thanked Tonya for her support as the General Manager for approving Caitlin's time and efforts on energy savings and all who make it happen. Chuck presented Caitlin with the energy savings incentives check for \$13,711.61. Commissioner Lorentzen thanked the PUD for working with the District, the

ownership the District employees take on is truly appreciated. Tonya added Caitlin has been working with Travis on the lighting efficiency and taking on how to improve it.

## **8. MANAGERS' REPORTS**

- A. General Manager – Tonya Christoffersen announced the letter from the DOE has been received on successfully completing the decommissioning of the former treatment plant. She added the letter also states the responsibility to maintain the lagoon and continue conversations on the best use for the land. She noted the Department of Ecology and the Department of Health will be working on the levels of copper and lead limits for all water which will be costly for future discharge requirements. The District is expecting a smaller due increase of 3% in 2020 as participants in WASWD Retro Program. Last week Standard and Poor interviewed to re-rate the District. She gave shout out to Mickie and Michelle on the in-depth financials and Casey for his input as well. Mickie added she was very pleased that Standard and Poor's interviewer had wastewater knowledge this time. Commissioner Lorentzen suggested an evening budget presentation to give the public info and get input, possibly on November 21<sup>st</sup> around 4:30pm. Commissioner Low agreed and noted that date is good. It was scheduled for November 21<sup>st</sup> at 4:30 PM.
- B. Manager of Collections – Johnathan Dix reported 364 GFC and 205 permits collected year-to-date. He noted since we began using the vactor truck at the end of August approximately 52,000 feet of sewer line has been cleaned; with only 2 small mishaps. The District has received the cost estimated for the Vernon Business Center building improvement and hopes to present the plans to the Commission in December. The parking lot project is moving forward as well and will be advertised for bid the first of the year.
- C. Treatment Plant Update – Casey Mullins reported flow just over 2.3 MGD per day. Filterability is good. K.E.B. quotes have come back at approximately \$1600, there is a concern because they found no leaks, but staff did find leaks and will make sure it's not on the District side. He did a field trip to Arlington on Biosolids and noted it was a good field trip but probably not probable to the District, other than possibly on a small scale like a rain garden. He was contacted by a Boy Scout master about touring the treatment plant to complete a badge. Tonya added it's a good time to plug job opportunity as well. Commissioner Lorentzen added the Department of Ecology is working on updated regulations on the discharge and asked if it will impact the District. Casey replied it will impact the District and will have to be implemented. Tonya added it is a significant cost, especially to the smaller Districts.

**9. CITY REPORT** – Leah Everett noted the South Lake Stevens Road foot path is coming along. Village Way is hopefully opening soon. Trusses on the new community center are in. Council budget is moving along. Crack sealing around town is underway. They are partnering with Granite Falls and Snohomish on road over lays to help save cost. They are at 30% complete on the design on the SR9 and South Lake Stevens Rd round-about. Public open house on the BAT lane on 20<sup>th</sup> Street will be on November 21<sup>st</sup> at 5pm at Fire District Conference Center. Winterfest will be happening on December 7<sup>th</sup> from 5-7 pm and invites everyone to come. Gary Petershagen congratulated the Commissions on their positions. He introduced Mary Dickenson as one of the new Councilmembers. He noted the Costco agreement will be brought to the council for approval soon.

**10. COMMISSIONERS' REPORT** – Commissioner Lorentzen reiterated congratulations to Mary Dickenson and looks forward working together.

**11. EXECUTIVE SESSION** – None.

**12. CONCLUDE** – The Board Meeting was concluded at 9:42 AM.

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