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

**MINUTES  
OF SPECIAL MEETING  
BOARD OF COMMISSIONERS**

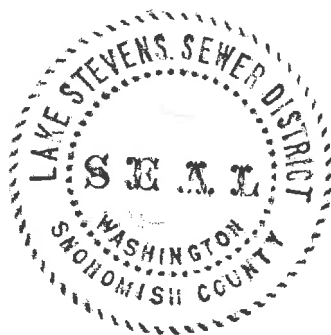
**March 26, 2019  
Utility Committee**

**Attendees:** Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche; Staff: Tonya Christoffersen, Johnathan Dix, Mickie Cooper and Tara Bighouse.

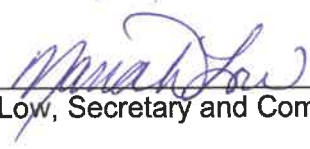
**Guests from the City of Lake Stevens:** Mayor John Spencer, Councilmembers Gary Petershagen and Marcus Tageant. Russ Wright and Kathy Pugh.

1. **Called to Order** at 4:00 pm by Commissioner Kosche. He moved into the meeting agenda item "Utility Committee Meeting".
2. **Utility Committee Meeting** – The Committee discussed mutual projects and planning for the Lake Stevens UGA and study areas.
3. **Conclude** – There being no further business, the Special Meeting was concluded at 4:43 pm

Signed at a regular open public meeting this 11<sup>th</sup> day of April 2019



  
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Dan Lorentzen, Commissioner

  
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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



**Utility Committee Meeting Minutes  
March 26, 2019 4:00 pm**

City of Lake Stevens / Lake Stevens Sewer District  
1106 Vernon Road, Suite A, Lake Stevens, Washington

1. **Called to Order:** 4:00 PM by Commissioner Kevin Kosche
2. **Roll Call:**  
Attendees Representing the District: Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche; Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse and Mickie Cooper.  
Attendees Representing the City of Lake Stevens: Mayor John Spencer, Councilmembers Gary Petershagen and Marcus Tageant. Russ Wright and Kathy Pugh.
3. **Action Items:**
  - a. **Approval of Meeting Minutes of December 11, 2018** – John Spencer moved to approve the December 11, 2018 Minutes. Marcus Tageant seconded the motion. The Motion passed unanimously.
4. **Public Forum:**
5. **Information Sharing – New Legal Counsel:** Kevin Kosche informed the committee at the end of January the District added a new attorney, Kinnon Williams. Gary Petershagen asked when the new attorney would complete the discussion on the outstanding items from the previous meeting. Kevin replied he would have liked it to happen by this meeting, there has been some difficulty getting the two attorneys to meet. John Spencer noted due to illness Greg Rubstello, Attorney for the City, was unavailable and is now catching up with the Cities main priority Costco.
6. **Project Review:**
  - a. **Comprehensive Sewer Plan/City Comprehensive Plan & Commercial ERUs** – Tonya explained Mickie Cooper has put this together. Mickie reported she ran all the 2018 water usage and did a few comparisons. First comparison was in changing the cubic foot (ccf) from 900 to 750. Another comparison changed every commercial usage to one ERU billing and charge usage; the District would have lost money with this scenario. John Spencer asked what is meant by changing from multiple ERUs to one ERU. Mickie explained the process and the inconsistency over the years. As well as not knowing how the City calculated their ERUs. John Spencer asked if all are metered, Mickie replied yes. John Spencer asked what the basis is for changing this. Mickie replied that it was identified in our comp plan as we were under charging commercial accounts. Kevin noted this is about cleaning it up and keeping it consistent. Mickie gave the comparison of local jurisdictions that are not apples to apples but other Districts in the area. Tonya added she has heard some discussion that Everett is reducing the ccf base rate allowance as well. Johnathan Dix added is the City Snohomish the base rate depends on where you live and believes this approach is in the middle. John Spencer asked where the restaurants fall in the range. Mickie replied they are in the higher range due to the dishwashers. Tonya added and nail salons are next due to the water tubs. John Spencer added he thinks it's a good plan. Johnathan added Rodney Langer is currently working on the Comp Plan with an accurate account moving forward. John Spencer noted a few years back he was kind of taken aback

by a project in the back of the plan, the upgrade of the Lift Station at Mitchell Creek, why not get rid of the lift station all together to move the flow to Lift Station 2. He would like to see that lift station go away all together.

John Spencer is looking in to downtown and working on a few ways to eliminate the flooding that happens downtown. Russ added the Mayor is referring to culvert refacing and is working towards getting funding to get this fixed. Lastly John Spencer would like the plant upgrade looked at again and other possible ways to look at it before the upgrade. Kevin noted before spending \$25 million the District will be looking into it and getting more input. Johnathan added Caitlin Hubbard is working hard at what it will take to get the Treatment Plant re-rated. Johnathan added he has received a few draft chapters from Rodney, he had given his input and sent it back. He will need to get more on the buildable lots and has a date of April 11<sup>th</sup> to present to the Commission. It was discussed to have Rodney Langer come to the April 23 Utility Committee meeting.

- b. Capital Projects: Costco Development/Downtown Plan** – Russ reported the City is still negotiating with Costco. They are working with WSDOT to get the line under Hwy9 approved. Costco has agreed to put in up to \$500,000 for their sewer capacity issues. Johnathan noted if the lift station is sighted on the Costco site it would make a lift station required on the other side of Hwy 9 with a large cost and believes it would help by putting a lift station on the Costco Site. John Spencer noted regardless it would be on Costco property for transparency. He asked if the Lift Station would need to be very deep. Johnathan replied not that deep.

Russ noted the City has moved forward on the downtown plan and is almost complete the removing dirt. They are working on the construction of the park this summer. They will be building a new pavilion, community pace and farmers market area. He added to allow additional capacity downtown sewer is needed and that's where working with Rodney on the Comp Plan is important. Johnathan asked when it would be complete. Russ replied phase 1 by this Fall. The rest will be on going over the next 5 years. The City is focusing on the west side now. Russ added they should connect on the comp plan when it comes. John Spencer added the City does have a good relationship with the historical society and is working on relocation of the Veterans Memorial. The library and family center will be relocated as well and all the 'dominos are falling into place'. Johnathan added Grace Cane is coming up on Thursday to give city comments on the regional Lift Station and he is hoping by the end of April he will a final design update and hopes to go out to bid in May. Russ added the Rhodora Heights annexation is complete it should make it easier now. Johnathan was thankful as it was difficult to get one right of way permit from Snohomish County.

- c. Former WWTP Project Update** – Tonya noted the Bid was complete and will be hopefully be done in August, then the District can part ways with it. John Spencer added this may be able to be used as a mitigation site. His goal, if Costco needs to spend money he would prefer it to be spent in the City.

- 7. Discussion of sending a team to Chicago from the District and City to WEFTEC** – John Spencer commented he thought the Utility Board Members should attend since there is a lot to learn there. Noting it's not cheap for non-members. Mickie Cooper added yearly membership isn't expensive at approximately \$120 per person per year. Tonya Christoffersen added this has not been attended in years; since the new treatment plant has been built. Dan Lorentzen commented there is time if it needs to be discussed depending on what is going on. Tonya noted the Vernon Rd building is getting worked on due to water damage. John Spencer encourages everyone to

think about it, there is a lot of value. He is considering sending 3-4 people; not an annual thing. He encourages making a decision soon everything fills up fast.

8. **Schedule the Next Meeting** – The next meeting is scheduled for May 21<sup>st</sup> at 3:00 PM to allow time for the Comp Plan update. Kevin asked for any other items that are needed. John Spencer added Costco is important to add.
9. **Adjourn** – Gary moved to conclude the meeting. John Spencer seconded the Motion. Kevin Kosche adjourned the meeting at 4:43pm.

2019 Utility Committee Chair:



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Kevin Kosche, Commissioner  
Lake Stevens Sewer District