



**Utility Committee Meeting Minutes  
November 1, 2023, 4:00 pm**

City of Lake Stevens / Lake Stevens Sewer District  
In person and by remote participation via Go To Meeting, Lake Stevens, Washington

1. **Called to Order:** 4:05 PM by Andrea Wright
2. **Roll Call (2.17):**

Attendees Representing the District: Commissioners Dan Lorentzen, Andrea Wright, and Kevin Kosche; Staff: Mariah Low, Johnathan Dix, & Rosalind Gorc.

Attendees Representing the City of Lake Stevens: Councilmembers Gary Petershagen, Ryan Donoghue, and Mayor Brett Gailey. City Staff: Gene Brazel, Aaron Halvorson, Anya Warrington, Russ Wright and Barb Stevens.
3. **Public Forum:** No Comments
4. **Information Sharing:** planning, coordination, management (4.20)
  - a. Accelerated Assumption Update – Aaron Halverson shared information through a presentation. There are five key steps in the working plan to merge the entities and the collaboration has been successful working towards a common goal. There has been improved understanding and a common foundation. One milestone for the transition is October 2027 for complete merger. A second milestone for the transition is October 2024 for merger completion with a full-time transition manager. Options were discussed for hiring a transition manager (cost and correct fit for the position) versus without a coordinator. Three scenarios to fill that position are hiring an outside transition manager, hiring an Interim General Manager while Mariah Low takes the transition manager position or Johnathan Dix taking the GM position as well as performing Assistant General Manager so Mariah Low can take the transition manager position. The team used Microsoft Projects to build out the merger process and timeline. A draft Agreement is being organized and is underway. Discussion ensued.
  - b. Sewer Utility Tax – Commissioner Wright stated that during an October City Council meeting, the council discussed adding a Sewer Utility Tax to rate payer bills. Mayor Gailey stated that each year the City Council considers different options, but they did not approve a Utility tax this year.
5. **Project Review (4.20):**

- a. Capital Projects (6) – LS 2C Upgrade, gravity main, Forcemain (projects E2-A, -B, -C, 2022) – District consultant should have resubmittals and comments back to City this upcoming week. The District is asking for a setback variance.
  - b. Capital Project – LS 5C Decommissioning (project E4, 2022) – The District awarded the contract for the project to Shoreline Construction Co. The contract will be approved and signed at the next Board of Commissioners meeting. The project will be scheduled to start soon after.
  - c. Capital Project – 131<sup>st</sup> Ave NE (projects E5-B, 2025) – Russ Wright stated that plans are 60% complete. There is a Lift Station contractor onboard and the grant contract finalized. The City is looking to secure additional grant funds to start the project next year.
  - d. Capital Project – Machias New LS E8 and Forcemain (project E8-A, 2027) – (see above)
6. **Development Review (4.20)** – A list of updated development projects was provided. Four new DEAs were added since last meeting. Dawson DEA requires a Comp Plan amendment since it will require an unplanned lift station. Mayor Gailey stated that City Council approved the purchase of the rest of the buildings where the current City PD offices are located.
7. **Action Items:**
  - a. Approve Minutes from September 27, 2023 – Correction needed to fix the spelling of Councilmember Donoghue’s name. Commissioner Lorentzen made a Motion to approve the minutes with that correction. Mayor Gailey seconded the Motion. The Motion passed.
8. **Next Meeting (7.2)** – November 29, 2023, will be the next scheduled meeting.
9. **Adjourn** – At 4:59 PM, Commissioner Wright made a Motion to adjourn the meeting. Mayor Gailey seconded the Motion. The Motion passed.

2023 Utility Committee Chair:

  
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Andrea Wright, Lake Stevens Sewer District