



Utility Committee Meeting

November 29, 2023, at 4:00 PM

HYBRID MEETING:

Please join the meeting in-person at the Lake Stevens Sewer District Jim Mitchell Conference Room or virtually via GoToMeeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/415356613>

You can also dial in using your phone.

United States (Toll Free): 1 866 899 4679

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Agenda

- 1. Call to order**
- 2. Roll Call (2.17ⁱ)**
- 3. Public Forum** – Non-action items (please limit comments to 3 minutes)
- 4. Information sharing:** planning, coordination, management (4.20)
 - a. WWTP Grit & Screenings Disposal
- 5. Development review (4.20)**
- 6. Action Items:** Approval of November 1, 2023, Meeting Minutes
- 7. Next Meeting (7.2)**
- 8. Adjourn**

ⁱ City of Lake Stevens and Lake Stevens Sewer District Unified Sewer Services and Annexation Agreement, May 23, 2005



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 Halvorson 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 – 131st 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:

Andrea Wright, Lake Stevens Sewer District

District Development Name	District Development Name	District Project No	Development Location	ERU Count	Project Open Date	DEA Approval Date
BATCHELDOR DEA	BATCHELDOR DEA	12205	11927 & 12009 20TH St SE	106	4/29/2022	6/27/2022
CENTENNIAL SHORT PLAT	CENTENNIAL SHORT PLAT	12005	2105 131st Ave NE	9	9/17/2020	10/22/2020
DUNHAM HEIGHTS DEA	DUNHAM HEIGHTS DEA	12207	7xxx 10th St SE	18	6/2/2022	7/28/2022
FAGERLIE DEA	FAGERLIE DEA	12209	12014 20th St SE & 12207 Williams Rd	69	11/9/2022	2/8/2023
GOLD CREEK LAKE STEVENS	GOLD CREEK LAKE STEVENS	12104	8002 8th St SE	3	7/14/2021	10/28/2021
HISEY I DEA	HISEY I DEA	12204	119XX Machias Cutoff	36	4/7/2022	4/28/2022
MATTSON HILL	MATTSON HILL	12206	Lot 21, Rucker's Mill Plant No. 2	8	5/18/2022	11/18/2022
MSR LAKE STEVENS	MSR LAKE STEVENS	12302	Grade Rd	57	2/27/2023	
NORTH VILLAGE TOWNHOMES	NORTH VILLAGE TOWNHOMES	12301	2309 & 2311 123rd Ave NE	13	2/9/2023	3/14/2023
SMITH PROPERTY	SMITH PROPERTY	12103	9929 South Lake Stevens RD	15	7/8/2021	10/14/2021
STILLWATER DEA	STILLWATER DEA	12202	524 S Davies Rd	23	3/17/2022	8/11/2022
VINJE HILLS ESTATES	VINJE HILLS ESTATES	12203	1317 71ST Ave SE	23	4/6/2022	5/11/2022
WEST LAKE TOWNHOMES	WEST LAKE TOWNHOMES	12101	10230 9th St SE	13	4/14/2021	6/22/2021
83rd AVE TOWNHOMES	83 rd AVE TOWNHOMES	12303	1323 83 rd Ave SE	4	9/26/2023	10/9/2023
228 NORTH DAVIES RD	228 NORTH DAVIES RD	12304	228 North Davies Rd		10/5/2023	
LANARK LANDING	LANARK LANDING	12305	10720 S Lake Stevens Rd	96	10/27/2023	
DAWSON	DAWSON	12306	1622 & 1626 S Lake Stevens Rd	28	10/27/2023	

11/28/2023 MTG

TOTAL OPEN DEA ERU COUNT	521
TOTAL OPEN DEA ERU TO BE PAID	521
TOTAL OPEN DEA ERU TO BE PAID UNDER CONSTRUCTION	99