



1106 Vernon Road, Suite A
 Lake Stevens, WA 98258
 (425) 334-8588 Fax (425) 335-5947
 Website: www.lkstevenssewer.org

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

**MINUTES
 COMMISSIONER MEETING
 September 13, 2018 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Brad Cattle. City of Lake Stevens: Gene Brazel.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Kosche called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Kosche led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Low moved to approve the Agenda. Commissioner Lorentzen 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. Commissioner Low seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: July 24, Aug 14, 23 & 28		
B. Lien Placements (60)	NA	
Lien Releases (61)	NA	
C. Investments	\$507,284.13	
Withdrawals	NA	
Transfers	\$13,679.60	
D. Payroll	\$174,777.57	
E. 40 – Maintenance	\$123,122.88	5658-5707
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$3,832.53	5708
I. 60 – PWTF Principle & Interest Payment	NA	

- J. Fairview Terrace DEA Sewer Construction Plan Approval – Leigh Nelson showed the location on the map and noted it includes 49 ERU's, it also meets District standards and is recommended for approval. Commissioner Lorentzen moved to approve Fairview Terrace DEA Sewer Construction Plan. Commissioner Low seconded the Motion. The Motion passed unanimously.
- K. Autumn Crest DEA Sewer Construction Plan Approval – Not present.
- L. 2BR DEA Addendum – Leigh Nelson showed the located north of 20th Street SE, this addendum modifies the number of ERUs to 111. They will be townhouses; this DEA addendum is recommended per District standards and is recommended for approval. Commissioner Low moved to approve 2BR DEA Addendum. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.

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

- A. Mickie Cooper Lake Stevens Sewer District – Mickie read a statement of her opinions in regards of the accelerated merger discussion at the Utility Committee meeting. After listening to the discussion, she believes the accelerated merger is putting the cart before the horse. She agreed the Utility Committee has not been following the Unified Sewer Services and Annexation

agreement almost from the beginning and believes it would benefit the rate payors and citizens to first work through the agreement and start following it as outlined. The comments made regarding the relationship between the City and District she believes contributing factors include public officials saying negative statements about District management to staff stirs up dissent among everyone. As does negative comments on social media causing employees to have distrust in the City Leadership. Another comment stating there are no risks to accelerate the merger should not be done in haste. Following a well-defined strategic plan and building professionalism and trust should come first. She stated comments made regarding losing key personnel were made not to threaten but due to the lack of faith and trust with the City's current leadership, especially with no respect to a defined plan and a rushed path to merge. Mickie stated in her opinion she believes if the City and District work together on following the current Unified Sewer Services and Annexation agreement in an open and honest way the relationship will improve.

- B. Michelle Meyers with Salon Michelle – Michelle Myers read a statement that she needs the District to manage her commercial lease. She has been operating without garbage since August. The District has posted notes on her front door for customers to see, her cleaning service has been canceled and District employees are asking her employees to sign legal documents. She stated her main concern is not having a property manager and her quarterly triple net statement is not itemized. Tonya Christoffersen responded the District has a new property manager as they terminated the agreement with the previous management company. Tonya stated District staff called Waste Management to find out that Samantha from Salon Michelle called to have the service stopped and the recycle can picked up and to her knowledge our employees have not asked anyone to sign legal documents; staff has tried to hand documents and employees refused to accept them.
- C. Patrick McCourt – Several months ago he asked for the developer billing date to be changed due to when developers pay. The Districts policy for developer is based on the rate payer. He has an invoice for \$.75, he asked for consideration to give developers an extra 30 days to pay. Tonya added the District has had an issue with the server and computers, when this is complete staff has a way to resolve the billing and make the modification to developer billing.

6. OLD BUSINESS

- A. Evaluation of Merger – Tonya Christoffersen stated she has nothing new to update.
- B. Update on Sewer Spill – Johnathan Dix reported on the 28th of August the District received a call at 9:02 am of a sewer spill. District staff was on site to confirm the sewer spill by 9:22am. Staff had Evergreen Sanitation at the site within 45 minutes with a pumper truck and the spill was contained by or before 10:30am. Washington State Department of Ecology was contact as was the Snohomish Health District to whom District staff described proposed mitigation steps which consisted of the spreading of lime in the affected area and allowing 24-36 hours for the lime to work. Later, affected sod and top soil would be removed and replaced. The cause of the issue appears to have been a commercial mop head. Commissioner Kosche asked how it's possible that a mop head entered the sewer. Johnathan explained that it is amazing the items found in the sewer system. Johnathan explained that there are also bellies in that pipe that may have also contributed. Commissioner Low asked if all the reporting requirements have been completed. Johnathan confirmed that they had been and explained in detail the conversations with both the Snohomish Health District and the Department of Ecology and their approval of the mitigation proposal.

7. NEW BUSINESS

- A. Resolution No. 949: Transfer of Funds for SR9/204 & Vernon Rd Business Center – Tonya Christoffersen explained this resolution is to transfer \$790,000 for this project. Commissioner Lorentzen moved to approve Resolution No. 949: Transfer of Funds for SR9/204 & Vernon Rd Business Center. Commissioner Low seconded the Motion. The Motion passed unanimously.
- B. Resolution No. 950: Pellerin Annexation – Leigh Nelson showed the location on the map. The prior resolutions competed the process and the boundary review board has signed off. Commissioner Low moved to approve Resolution No. 950: Pellerin Annexation. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.
- C. Warrick/Huxford Lake Side Parcel Discussion – Janice Huxford asked for some consideration to be made with regards to a 500 square foot “cabana”. Mrs. Huxford had learned that combining the two parcels is not possible as it would not meet the dept of ecology standards. Mrs. Huxford explained that they are now in a catch 22, as the parcel and structure are considered a Single-Family Residence but cannot be occupied. They believe there are several parcels in this same situation. Janice proposed to the commissioners that the District lien the property so, in the event it is ever a Single-Family Residence (SFR) put on the property a full General Facilities Charge (GFC) can be assessed. She expressed they would like to get this completed in the most transparent way possible. Commissioner Lorentzen stated she is one of the few to come up front and go through the proper channels. Commissioner Kosche added when the District finds second request, they need to be able to put utilities in prior to building due to space. They have contracted with a registered contractor and are awaiting final approval from the county. Johnathan explained the issue is the ADU language states that the Accessory Dwelling must be located on the same parcel as the existing house. He explained the connection fees for an ADU are dependent on a fixture count methodology. Johnathan further explained that Mrs. Huxford' s parcel, under current policy, would be charged the full GFC for a SFR. Commissioner Kosche asked Brad Cattle to explain his opinion from a legal standpoint. Brad stated there is a risk that other parcel owners may come forward wanting the same standards and his recommendation is to itemize the conditions to this specific situation as other owners may come forward and use this exception. Johnathan recommends to the Commissioners he work with Brad Cattle to come forward with a resolution stating the specific details on how this policy will be applied. He has a few questions on the fees. Commissioner Kosche asked how many parcels in this situation; 100? Johnathan replied that sounds reasonable. Commissioner Lorentzen looks at what this building is used for and how that will impact. He believes the board has the ability to make exceptions for these variances. He would like these to come to the board. Commissioner Kosche would like not have the tracking on the Liens. Commissioner Low suggested bringing the resolution at the next meeting. Janice stated they are looking at 6-8 weeks before the next step. She thanked the Commissioner for the consideration.

8. MANAGERS' REPORTS

- A. Manager of Administration – Tonya Christoffersen went out to bid for liability insurance, it went down a little and includes cyber coverage as a writer on the policy for an additional yearly cost \$6277. Johnathan and Tonya took a drug and alcohol class on how to identify employees that might be under the influence. She spoke to the auditor the possibility of an IT audit. Caselle software is doing a community grant it is currently program at the voting stage, it's a \$5,000 grant and the Lake Stevens Food Bank is one of the Finalists.
- B. Manager of Collections – Johnathan Dix commended the Collections and Treatment Plant staff on their response to the sewer spill. It is a difficult area to service; hard work on a hot day. The Treatment Plant staff helped with reporting and coordinating with the Department of Ecology while he was onsite. He reported there are 265 GFC and 188 permits sold year to date. Commissioner

Lorentzen asked about the District system downtown with all the rain. Johnathan explained Lift Station 8C, 1C had both pumps running during this time and 2C helped pump out Jays Market. The District Lift Stations were able to keep up with the rain fall.

C. Treatment Plant Update – Casey Mullins wanted to go on record stating he’s on his 17th year in this line of work and has never seen an industrial mop head in the lines and believes it is highly unlikely. He reported plant flows are averaging 2.2 MGD, which are normal for fall. During the spell of rain flows spiked, indicating wet weather. One of the VFD’s failed and Jeff saved money by sourcing replacement parts on eBay rather than normal vendors. Treatment Plant parts are aging and will need a few servers as they are 7 years old. Commissioner Low asked about the heat issues. Casey replied it is better and hopes it is seasonal.

9. CITY REPORT – Gene Brazel reported much like the District the City was chasing water issues; Walker Road with the PUD and a washout on Callow Road.

10. COMMISSIONERS’ REPORT – Commissioner Lorentzen thanked the staff for all their hard work and patience.

11. EXECUTIVE SESSION – None.

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

Signed at a regular open public meeting this 11th day of October 2018






Dan Lorentzen, Commissioner



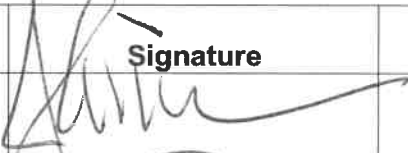



Mariah Low, Secretary and Commissioner



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
JANICE Huxford				
Dase WARRICK				
Michelle Myers	Michelle Myers		425-334-6889	Salon Michelle Zene
PATRICK McLean			425-3085201	
Jim Farrell				LSSD
Mickie Cooper	McCoop			LSSD