



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  
 October 12, 2017 9:00 AM**

**Attendees:** Commissioners Pam Stevens and Frank McDaniel. Staff: Tonya Christoffersen, Tara Bighouse, Johnathan Dix, Caitlin Hubbard and Mickie Cooper. District Engineers: Barry Baker and Leigh Nelson Legal Counsel: Jordan Wallace.

1. **CALL TO ORDER** - At 9:00 AM, Commissioner Stevens called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Stevens led those present at the Meeting in the Flag Salute.
3. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail). Commissioner McDaniel moved to approve the Consent Items A through I. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Sept 25		
B. Lien Placements (71)	NA	
Lien Releases (71)	NA	
C. Investments	\$633,238.77	
Withdrawals	\$131,905.56	
Transfers	NA	
D. Payroll	\$170,666.38	
E. 40 – Maintenance	\$258,779.47	4691-4735 & EFT 102
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	\$119,716.60	4738
H. 58 – Capital Expenditures	\$12,188.96	4736-4737
I. 60 – PWTF Principle & Interest Payment	NA	

- J. The Refuge DEA – Leigh Nelson showed the location on the map and noted it is for 70 ERU's. It is recommended for approval. Commissioner McDaniel moved to approve The Refuge DEA. Commissioner Stevens seconded the Motion. The Motion passed unanimously.
  - K. Mission Ridge Addendum to DEA – Not present.
4. **PUBLIC FORUM** – Kevin Koche asked if the District will be hiring a new District Manager and how aggressively. Commissioner McDaniel replied they have agreed to wait for the new Commissioner as the District Manager will be working for the Commission. Kevin Koche noted it seems odd to him to wait to start the process. Commissioner Stevens added it was approximately 15 months between District Managers the last time. Commissioner McDaniel added the Commission wanted to do it correctly the first time and not rush into making a decision.
  5. **OLD BUSINESS**

A. SCADA Services Proposal: Conley Engineering – Caitlin Hubbard reported the contract includes two changes; to have an engineer come to the Plant once a year to do a software checkup and for a one time inventory of everything at the treatment plant and to make sure nothing is out of date, etc. Barry Baker added where it came from. Commissioner McDaniel moved to approve the SCADA Services Proposal by Conley Engineering and to authorize the Administration Manager

## Minutes

to sign the contract. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

### 6. NEW BUSINESS

- A. Resolution No. 934: DEA Reduction for Phased Projects – Leigh Nelson explained this resolution in detail and explained for phased DEA's it is a little easier to do each phase. Leigh noted she went over this to make sure it worked out and there doesn't seem to be any more risk to the District.

Commissioner McDaniel moved to approve Resolution No. 934: DEA Reduction for Phased Projects. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

- B. Resolution No. 935: Revising the Low Income Contribution Program – Tonya Christoffersen explained this resolution changes the managing agency from Lake Stevens Family Center to Lake Stevens Assembly of God. There were some problems with getting reports from the Family Center and were not in compliance.

Commissioner McDaniel moved to approve Resolution No. 935: Revising the Low Income Contribution Program. Commissioner Stevens seconded the Motion. The Motion passed unanimously.

### 7. MANAGERS' REPORTS

- A. General Manager – see item B.

- B. Manager of Administration – Tonya Christoffersen reported there is a surprise addition in the budget of \$20,000 from the County from there being four candidates running in the election. She will be having Kim Jones add a few videos to the website; simple videos. There will be a thank you for Commissioner Kirk as his term ends in December and welcoming the new Commissioner added as well. Tonya and Mickie Cooper met with Moss Adams yesterday, they will be reporting in November.

- C. Treatment Plant – Caitlin Hubbard reported the current flows are around 2 million per day, which is normal. They are working on getting the plant ready for winter. She reported Jeff has been working for 6 months on getting the company (Ozonia) to warranty the bulbs, which saves us \$8,600. Caitlin was able to get the Department of Ecology to allow the District to test for UV transmittance 3x weekly by grab sample, rather than continuously monitoring and recording, which would have required an \$18,000 probe + ~3,000 to hook up and put in our SCADA system.

- D. Manager of Collections – Johnathan Dix reported our GFC's are at 111 year to date. He thanked staff for working so well during his vacation. Johnathan reported Kim Jones, Caitlin Hubbard and Bryan Steen have created a pre-treatment FOG program that is looking good.

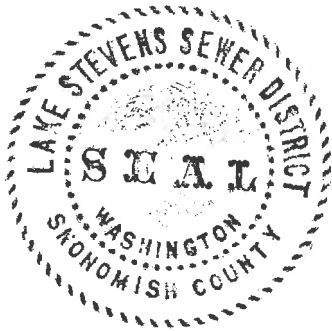
8. **CITY REPORT** – Cory Nian reported City Hall will be torn down next week. They will be doing some LID revisions in the near future.

9. **COMMISSIONERS' REPORT** – Commissioner McDaniel reported the Commission attended the WASWD Fall Conference, it was educational. Commissioner Stevens agreed it was a good conference.

10. **EXECUTIVE SESSION** – None

11. **CONCLUSION** – The Board Meeting was concluded at 9:25 AM.

Signed at a regular open public meeting this 26<sup>th</sup> day of October, 2017







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Pam Stevens, Secretary and Commissioner

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Frank McDaniel, Commissioner

\_\_\_\_\_  
Brent Kirk, 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
Kevin Kosche		Daves Rd	425-367-7777	Self Interest
Raucher McDaniel		city	425-231-5123	
Court NASU		Kerry Hall	425-212-3313	
Michelle Hampton		Lakeshore	425-903-4350	mtg