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

**MINUTES
 COMMISSIONER MEETING
 November 20, 2018, 9:00 AM**

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

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 Kosche 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: Nov 13 & 15		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$333,366.73	
Withdrawals	\$126.39	
Transfers	\$31,005.40	
D. Payroll	NA	
E. 40 – Maintenance	\$91,032.17	5874-5906 & EFT 116
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$126.39	5907
I. 60 – PWTF Principle & Interest Payment	NA	

- J. Mountain View Estates DEA – not present
- K. Belmark 16th Street NE DEA – Leigh Nelson showed the location on the map. This connection is from the Metcalf Annexation, one existing and one new connection. This is recommended for approval. Commissioner Lorentzen moved to approve Belmark 16th Street NE DEA. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- L. O'Day Addendum to DEA – not present. Discussion ensued about this item not being complete by the developer. Patrick would like to get it done before the next meeting, he has contracts on at least one. Johnathan will get it done and bring the contract to the special meeting for approval.
- M. Pellerin I & II DEA Correction – Leigh explained this is to correct the pages in the contract for the calculations of fee for the latecomers. Commissioner Low moved to approve Pellerin I and Pellerin II Correction to the DEA. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

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

6. OLD BUSINESS

- A. Evaluation of Merger – Tonya Christoffersen reported the subcommittee met last week and they completed some of the tasks that were asked to be completed. The Utility committee meeting is next week, and they will give their report to the Utility Committee.

7. NEW BUSINESS

- A. Contract Amendment #13: Lift Station 1 Decommissioning Contract – Johnathan Dix explained this item has been on the Comp Plan agenda for a long time and is now ready to get it going. He explained this will require an easement and is in wetlands so it will have to go through JARVA. The amount is for \$93,684. Commissioner Lorentzen moved to approve Contract Amendment #13: Lift Station 1 Decommissioning Contract. Commissioner Low seconded the motion. The Motion passed unanimously.
- B. Tablets for Collections – Johnathan Dix stated he is waiting on one more bid that he thought would be here in time for today's meeting but has not come in yet. He hopes to have it ready soon.

8. MANAGERS' REPORTS

- A. Manager of Administration – Tonya Christoffersen explained she will bring back to the Commission the possible option of Deferred Comp. Eric asked for the District to participate in Winterfest, she is working on possible hay rides.
- B. Manager of Collections – Johnathan Dix reported 359 GFC 342 permits sold. Lift Station 17 is complete and he praised the contractors and subcontractors for their good work. He explained the various obstacles that went wrong with the project that the contractors overcame. He explained because of this the second to last progress pay estimated will be submitted at the next meeting.
- C. Treatment Plant Update – Casey Mullins reported flows are averaging 2.6 plus MGDs per day normal for November. The bio filter media replacement is in process and running ok. He added Jeff Baisch reactivated the small pump at the old Treatment Plant approximately 2 weeks ago to maintain the low water level in the pond. There is a holiday schedule in place thru the first week in Jan.

- 9. CITY REPORT** – Eric reported crews are getting ready for Winterfest. The City was awarded a TIB grant for 20th to finish that project. They are doing a lot of storm water and maintenance. He has been busy getting their capital plan ready with close to 20 projects in the works.

- 10. COMMISSIONERS' REPORT** – Commissioner Lorentzen confirmed they will be bringing the O'Day DEA to the special meeting on November 27th.

- 11. EXECUTIVE SESSION** – Brad Cattle stated that the Commissioners will recess into Executive Session at 9:20 AM; it is estimated that executive session will last up to 45 minutes, concluding at 10:05 AM. The purpose of the Executive is to discuss three matters of contract negotiations if discussed in public would disadvantage the District. At the conclusion of the Executive Session no announcement or action will be taken by the Board of Commissioners.

The executive session was formally extended to 10:25 AM

The executive session was formally extended to 11:00 AM

- 12. CONCLUDE** – The Board Meeting was concluded at 11:00 AM.

Signed at a regular open public meeting this 13th day of December 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
Mickie Cooper	<i>MCC</i>	LSSD		
Eric Echols	<i>Eric Echols</i>	LSSD		
Paul Knight	<i>Paul Knight</i>	LSSD		
Jim Farrell	<i>Jim Farrell</i>	LSSD		
PATRICK McEwen	<i>Patrick McEwen</i>	LSSD		
GARY PETERSHAGEN	<i>Gary Petershagen</i>	LS	425 418-1245	
Eric Dumpos	<i>Eric Dumpos</i>	CITY		
CASEY K. MULLINS	<i>Casey K. Mullins</i>	LSSD		