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

**NOTICE OF SPECIAL
COMMISSIONER MEETING ON
February 21, 2019 at 4:00 PM**

**Location: Lake Stevens Sewer District Office
1106 Vernon Rd Suite A, Lake Stevens WA 98258**

Attendees: Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Jonathan Dix, Tara Bighouse and Mickie Cooper.

1. CALL TO ORDER – Commissioner Kosche called the meeting to order at 4:00 PM and announced they are moving into executive session

2. COMMISSIONER WORKSHOP AGENDA ITEMS:

- A. Commercial ERU Calculation – Mickie Cooper reported the District has received their medical rates and the rate has gone down with an approximate savings of \$100,000 for 2019. She stated Commissioner Low asked about the commercial usage and what it looks like with the change of from 900 cubic feet to 750 cubic feet, the District would have received \$101,591.30 in additional revenue for 2018. She took it one step further and changed all the accounts to multiple units to just one unit. Mickie explained the inconsistency. Commissioner Low added the reason she asked for the figures on the change was due to the recommendation in the Comp Plan to match other counties to 750 cubic feet. Johnathan Dix explained he believes it is this way due to pressure from other agencies and previous management. Mickie continued with the comparisons to the neighboring cities. Based on the comparison Mickie didn't believe changing to 750 cubic feet would be much different than neighboring cities. Tonya Christoffersen added there is one Church that would be effected by this change, the impact wouldn't be negative. Commissioner Lorentzen noted he has no problem making everything consistent but would like to make sure we let the utility committee know of the plan. The Commission agreed as it follows the comp plan and makes everything consistent. Mickie Cooper updated the Commission on the new hire for accounting, Amy Arena. She is doing well and is catching on quick.
- B. Status on Vernon Rd Building Work Order – Tonya Christoffersen explained the location of the leak and where water is coming in. It was recommended to have structural engineers come in and look at it before beginning the repairs. Gray & Osborne Inc gave a quote of approximately \$17,000 quote. Commissioner Lorentzen noted now is a good time as the District gets ready to pave the gravel lots and the Vernon Building has not had any repairs since the District has purchased it. He has noticed the significant pooling of water at the front of the building when it rains. Tonya explained they originally thought the building was settling but it was inspected and it is not settling. The windows were caulked and the water leak has diverted. Commissioner Low asked how old the roof is. Tonya replied it has been repairs but it's the original roof as far as she knows. Commissioner Low suggested it might be a good time to look at replacing the roof if they are already replacing the awning etc. Commissioner Kosche asked at what point does it become capital versus operational expense. Johnathan Dix replied that generally, to capitalize a project, the project must add capacity and or capability. He can speak to Rodney

Langer at CHS to discuss whether or not the repairs would constitute a capital expense. Discussion ensued regarding the other areas needing to be replaced and repaired due to the leak.

- C. Status on Vernon Rd Building Parking Lot – Johnathan Dix reported a while ago G&O had given a quote on the parking lot which was done with the SR9/204 and was asked to separate it out. The threshold for impervious surface would allow 10,000 square feet of the parking lot to be paved in order to use the existing bioswale and a small retention vault for storm water treatment. Commissioner Lorentzen asked about pervious asphalt. Johnathan replied he can have G&O look into it, as it would allow approximately 50% more paving. Commissioner Kosche asked if we could go down to one entrance, removing the fence and brush to create a larger space without having to grade the second entrance and do the side walk/road side improvements. Commissioner Lorentzen asked for a drive up box for the customers that has easy access. Johnathan noted he is waiting or G&O to give an updated quote.
- D. Emergency Projects – Johnathan Dix reported there is a new emergency at Lift Station 10. Matt Bennett noticed a little bit of toilet paper on the ground and after inspection it determined that the force-main had ruptured. It is estimated that approximately 200-600 gallons of wastewater was spilled over the duration of the weekend. The proper agencies were contacted and it was reported. The cause of the rupture is galvanic corrosion between the stainless-steel union and the galvanized pipe. He explained the contaminated soils were removed. To prevent another incident in the future, the remainder of the galvanized pipe will be replaced with polyethylene. Commissioner Lorentzen asked if the health district had any issues with it. Jonathan replied no. Johnathan updated on the Frontier Village pipe repair, the contractor Shoreline Construction will begin work on 2/25/19 and work from 9pm to 5am and should take approximately 5 days. McDonalds's lobby is open 24hours, so the contractor has a plan to work around McDonalds so there will be little to no impact to the restaurant. There may be a very low risk that Starbucks business may be impacted for a few hours. Bryan Steen will be the inspector for this project and will be working a modified work schedule to accommodate night work. Johnathan added that he was grateful that the City had offered the old chiropractor site to stage equipment and or fuse the pipe segments. Johnathan explained the pipe will still have bellies in it and need to be maintained. GregCo Excavating was the contractor that came out and to retrieve the camera that fell through the bottom of the pipe and was stuck in the main.
- E. Asset Management – Johnathan Dix explained this has been on his "Immediate Needs" list for a while now and he is working on making a recommendation to the Board. The current software used in the District isn't a true asset management program. The current software is a maintenance management system that is geared for industrial maintenance rather than utilities management. He has looked at several offerings from different vendors but Cityworks is the only program he could find that is GIS-centric and integrates with WinCan, the software used for CCTV inspections. Currently, the video from these inspections is placed in a NAS drive and is not searchable and is not the most efficient way to archive the data long term. Cityworks will integrate with WinCan easily because these two companies are development partners and build their platforms for this purpose. He explains the most important component to the Cityworks platform that sets it above other offerings is the analytical capabilities the software provides. This will allow the District to pinpoint the most critical areas to not only focus maintenance, but also capital expenditures as the software uses a real-time condition assessment based on observations found in the field. Johnathan explained that in order to access the full capabilities of the software immediately upon implementation, staff recommends using a systems integrator. While speaking to some of the references provided by Cityworks, two of these organizations recommended Timmons Group for integration. Cityworks provided two quotes the ELA product is more expensive but gives significantly more options, it will also aid in the CIP planning and it can also create maps that will be able to allow the public to

participation. Commissioner Kosche noted one is a buy it once and work with it and the second is more like a subscription. He asked if the City of Lake Stevens uses Cityworks. Johnathan stated the City uses a different program however, he could not remember what it was. Johnathan added he and Mickie Cooper sat in on a meeting with the vendor the City chose. Johnathan stated that every question he asked about capabilities that would most benefit the needs of the Sewer District such as integrating with the CCTV inspection software and or SCADA, the answer was that the software either was not capable or would require custom programming. Johnathan noted the cost of Cityworks would be approximately \$100,000 the first year and \$32,000 the second year, and \$40,000 each year after for the subscription. Discussion ensued regarding the fit and alternate options. Johnathan would like to put the figures in the forecast to see how it pencils out. He would like to get a decision in the first quarter. Commissioner Kosche added you delay a technical hire one year, it's essentially the cost of a hire for one year. Johnathan noted the importance of capturing legacy knowledge as some employees are nearing retirement. Johnathan believes that Cityworks will help capture some of the knowledge they have. Tonya added she has asked Mickie to do a budget adjustment with the emergencies to give an update. She added she has talked to Jeff about having the intern work with Duane, to also capture some of his knowledge since he will not be doing any work done by a bargaining employee.

- F. Fees Charged by the City – Tonya Christoffersen asked the City if there were any additional fees and per the email she received from Gene Brazel answered not to his knowledge. She noted the current fees are approximately \$15,000 per year. Johnathan Dix suggested the District potentially pursue a Utility Franchise Agreement with the City following a conversation he had with Eric Durpos. The Franchise Utility Agreement could outline each utilities roles and responsibilities with regard to the surface conditions of the Right-of-Way at Lift Station 2C. Commissioner Kosche added he wouldn't have a problem sharing the cost with all the utilities, it's not exclusive to sewer.
- G. CBA Status – Tonya reported they were supposed to vote last Friday and doesn't believe there was a vote. Membership voting cards were handed out yesterday. Tonya noted she hasn't heard anything else.

3. EXECUTIVE SESSION – None.

4. CONCLUDE – Commissioner Kosche concluded the meeting at 5:53 PM with no action taken.

Signed in a regular open public meeting this 28th day of March 2019





Dan Lorentzen, Commissioner



Mariah Low, Secretary and Commissioner



Kevin Kosche, President and Commissioner