

**CITY OF CHELAN**  
**LAKE CHELAN SEWER DISTRICT AGENDA**

1. CALL TO ORDER AND ROLL CALL
2. AGENDA CHANGES
3. MINUTES
  - A. Approve the December 17, 2025 Minutes of Regular Lake Chelan Sewer District Meeting (Administrative Assistant Hawkins)
4. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion.

  - A. Approve January 15, 2026, Period 13 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Chairman Babcock)
  - B. Approve January 20, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Chairman Babcock)
5. SPECIAL PRESENTATIONS
6. PUBLIC HEARINGS
7. MOTION CONSIDERATIONS
8. ADMINISTRATIVE REPORTS
  - A. Financial Report Update (Finance Director Evans)
  - B. Lift Station 5 Capital Improvements and Debt Owed (Finance Director Evans)
  - C. Discussion of a Sewer Line Incident (Development Project Manager Tupling)
9. CITY STAFF REPORTS
10. CHAIRMAN AND COMMISSIONER COMMENTS
11. CITIZEN COMMENTS

Items not on the agenda. Time limited per the Chairman.
12. EXECUTIVE SESSION
  - A. None
13. ADJOURNMENT



**Lake Chelan Sewer District  
Lake Chelan Sewer District Meeting -  
December 17, 2025**

**COMMISSIONER AND ADMINISTRATIVE PERSONNEL PRESENT**

**Chairman:**

Mark Babcock

**City Staff Present:**

Incoming Finance Director Heidi Evans

Administrative Assistant Dominique Hawkins

**Commissioner:**

Position No. 1 Mike Collins

Position No. 2 Kevin Brown

1. CALL TO ORDER AND ROLL CALL

A. The meeting was called to order at 5:15 p.m.

2. AGENDA CHANGES

A. Added item 10A, Grandview Sewer Update, and 10B, Parmeter Homes Update.

3. CITIZEN COMMENTS

**Items not on the agenda. Time limited per the Chairman.**

A. None.

4. MINUTES

A. November 19, 2025 Minutes of the Regular Lake Chelan Sewer District Meeting.

**Motion to approve the November 19, 2025 Minutes.**

Moved by Chairman Babcock, seconded by Commissioner Collins.

***Motion passed unanimously.***

5. CONSENT AGENDA

**All items under the Consent Agenda are approved with one motion.**

A. December 17, 2025, Accounts Payable Checks No. 212000-212004 and EFT's Totaling \$9262.85 & Payroll Checks No. 103157-103159 and EFT's Totaling \$276.00.

**Motion to approve the Consent Agenda.**

Moved by Chairman Babcock, seconded by Commissioner Collins.

***Motion passed unanimously.***

6. ADMINISTRATIVE REPORTS

A. Incoming Finance Director Evans provided an update on the finance report and discussed the 2025 financial year and projections for the next year.

7. SPECIAL PRESENTATIONS

A. None.

8. PUBLIC HEARINGS

A. None.

9. MOTION CONSIDERATIONS

A. 2026 Budget Adoption.

**Motion to approve the 2026 Budget.**

Moved by Commissioner Brown, seconded by Chairman Babcock.

***Motion passed unanimously.***

10. INFORMATIONAL ITEMS

**These items are for informational purposes only and are generally not discussed.**

A. Grandview Sewer Update.

- Chairman Babcock gave an update on the Grandview sewer line. A notice of the line needing repair had been served to the property owners, who will carry out the repairs.

B. Parmeter Homes Update.

- Chairman Babcock notified the District of an outstanding GFC/sewer bill and outlined steps being taken to resolve the matter and prevent future occurrences.

11. CITY STAFF REPORTS

A. None.

12. CHAIRMAN AND COMMISSIONER COMMENTS

A. None.

13. EXECUTIVE SESSION

A. None.

14. ADJOURNMENT

A. Final Comments/Motion to Adjourn.

**Motion to adjourn.**

Moved by Chairman Babcock, seconded by Commissioner Collins.

***Motion passed unanimously.***

**The meeting was adjourned at 5:44**

**Date**

**p.m.**

**Approved:**

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**Dominique Hawkins**  
**Public Works Administrative**  
**Assistant**

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**Mark Babcock**  
**Chairman**