

June 17, 2026  
5:15 PM

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

Public Works  
Administration Building  
Stormy Mountain  
Conference Room

1. CALL TO ORDER AND ROLL CALL
2. AGENDA CHANGES  
None.  
  
A. None.
3. CITIZEN COMMENTS  
Items not on the agenda. Time limited per the Chairman.
4. MOTION CONSIDERATIONS  
  
A. Review the Additional Services Addendum to the Master Service Agreement (Development Project Manager Tupling)
5. CONSENT AGENDA  
All items under the Consent Agenda are approved with one motion. Suggested Motion: I move to approve the Consent Agenda.  
  
A. Approve April 15, 2026, Minutes of the regular Lake Chelan Sewer District Meeting  
  
B. Approve May 20, 2026, Minutes of the regular Lake Chelan Sewer District Meeting  
  
C. Approve June 17, 2026 Accounts Payable Checks and EFT's & Payroll Check and EFT's (Chairman Babcock)
6. SPECIAL PRESENTATIONS  
  
A. None.
7. PUBLIC HEARINGS  
  
A. None.
8. CITY STAFF REPORTS  
  
A. Finance Report Update (Finance Director Evans)
9. CHAIRMAN AND COMMISSIONER COMMENTS
10. EXECUTIVE SESSION  
  
A. None.
11. ADJOURNMENT





# City of Chelan

## LAKE CHELAN SEWER DISTRICT

June 17, 2026

Subject/Title: None.

Department: Lake Chelan Sewer District

Staff Contact:

Guiding Principles:

Initiatives:

Reviewed By:

Number of Looks:

### PREVIOUS ACTION TAKEN

### OVERVIEW

### FINANCIAL IMPLICATIONS

### ATTACHMENTS

None

### SUGGESTED MOTION



**Subject/Title:** Review the Additional Services Addendum to the Master Service Agreement (Development Project Manager Tupling)

**Department:** Lake Chelan Sewer District

**Staff Contact:**

**Guiding Principles:**

**Initiatives:**

**Reviewed By:**

**Number of Looks:**

**PREVIOUS ACTION TAKEN**

**OVERVIEW**

**FINANCIAL IMPLICATIONS**

**ATTACHMENTS**

1. Tower ASA 3\_2026 ECY Step 4 App\_LCSD\_6.3.2026

**SUGGESTED MOTION**



**Additional Service Addendum**

This Additional Services Addendum is an addendum to the Master Services Agreement signed by and between Noble Strategies LLC, a Washington limited liability company, dba Tower Consulting (“Tower” or “Contractor”) and Lake Chelan Sewer District (LCSD), (“Client”).

**Agreement**

- 1. Tower shall provide additional services or more specifically defined services to Client as stated below:

Continue services provided under the existing Master Services Agreement (MSA) and 2026 Monthly Funding Support Services scope, with an amended contract amount of \$12,000 for support of a 2026 Dept. of Ecology Step 4 (Design + Construction) Funding Application for the District’s priority sewer projects.

**2026 Budget Total:** \$12,000.00

- 2. **Shall Increase** the Not To Exceed fee listed in the Master Services Agreement and the increased Not to Exceed fee for 2026 shall be \$12,000.00 (“Total Fee”).
- 3. **No Other Changes.** Unless otherwise specifically modified in this Addendum, all other terms and definitions in the Master Services Agreement shall remain the same and binding on the parties.

Agreed:

Client Name: \_\_\_\_\_

Noble Strategies, LLC

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

By: \_\_\_\_\_

By: Annalisa Noble

Title: \_\_\_\_\_

Title: Owner

Date: \_\_\_\_\_

Date: June 3, 2026



Subject/Title: Approve April 15, 2026, Minutes of the regular Lake Chelan Sewer District Meeting

Department: Lake Chelan Sewer District

Staff Contact:

Guiding Principles:

Initiatives:

Reviewed By:

Number of Looks:

**PREVIOUS ACTION TAKEN**

**OVERVIEW**

**FINANCIAL IMPLICATIONS**

**ATTACHMENTS**

1. April 15 Lake Chelan Sewer District

**SUGGESTED MOTION**



# City of Chelan

Lake Chelan Sewer District  
Meeting  
April 15, 2026

## COMMISSIONER AND ADMINISTRATIVE PERSONNEL PRESENT

**Commissioners:**

Chair Mark Babcock  
Commissioner Mike Collins  
Commissioner Kevin Brown

**City Staff Present:**

Finance Director Heidi Evans  
Public Works Director Jake Youngren

1. CALL TO ORDER
2. ROLL CALL

Chairman Mark Babcock attended via zoom  
Commissioner Mike Collis was present.  
Commissioner Kevin Brown was excused

3. AGENDA CHANGES

None.

4. CITIZEN COMMENTS

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

5. MOTION CONSIDERATIONS

None.

6. MINUTES

Approve the March 18, 2026, meeting minutes.

<b>MOVER:</b>	Chairman Mark Babcock
<b>SECONDER:</b>	Commissioner Mike Collins
<b>AYES:</b>	Chairman Mark Babcock, Commissioner Mike Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

7. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion. Suggested Motion: I move to approve the Consent Agenda.

- A. Approve April 15, 2026, Accounts Payable Checks and EFT's & Payroll Checks and EFT's

April 15, 2026, Accounts Payable Check No. 212627-212631 totaling \$11,602.32 & Payroll Check No. 103222 & 103224 and EFT' s totaling \$414.

8. SPECIAL PRESENTATIONS

None.

9. PUBLIC HEARINGS

None.

10. CITY STAFF REPORTS

- A. Finance Report Update (Finance Director Evans)

Finance Director Evans reported that the district’s finances are stable, with revenues and expenditures remaining well-balanced. There are no significant variances or unexpected expenses at this time.

11. CHAIRMAN AND COMMISSIONER COMMENTS

12. EXECUTIVE SESSION

13. ADJOURNMENT

Meeting Adjourned at 5:50pm

**The meeting was adjourned at \_\_\_\_\_ P.M.**

**Date Approved:**

\_\_\_\_\_  
**Espy Lopez  
Administrative Assistant**

\_\_\_\_\_  
**Mark Babcock  
Chair**



# City of Chelan

Lake Chelan Sewer District  
Meeting  
May 20, 2026

## COMMISSIONER AND ADMINISTRATIVE PERSONNEL PRESENT

### Commissioners:

Chair Mark Babcock  
Commissioner Mike Collins  
Commissioner Kevin Brown

### City Staff Present:

Development Project Manager Thomas Tupling

### 1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:15pm

### 2. AGENDA CHANGES

Added Motion Considerations

A. Lift Station 1 Task Authorization

B. General Sewer Plan Amendment — WASDOT Franchise Agreement

C. RH2 General Services Agreement

### 3. CITIZEN COMMENTS

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

None.

### 4. MOTION CONSIDERATIONS

A. Lift Station 1 Task Authorization

Development Project Manager Tupling discussed authorizing RH2 to begin design work on the Lift Station 1 force main replacement project once DOE funding approval is imminent, following the same advance-work approach used for General Sewer Plan 789.

B. General Sewer Plan Amendment — WASDOT Franchise Agreement

The commissioners authorized the Chairman to sign a budget amendment increasing funding for development of the WSDOT franchise agreement, establishing the agreement

as a priority ahead of Construction Project 236. Commissioners also agreed to pursue a comprehensive WSDOT franchise agreement encompassing both state highways (Highway 97 and Lakeshore Road) across the district, from the western to eastern boundaries. The intent is to streamline future permitting requirements and reduce the need for project-specific franchise approvals.

C. RH2 General Services Agreement

5. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion. Suggested Motion: I move to approve the Consent Agenda.

A. Approve May 20, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT' s (Chair Babcock)

**Approve May 20, 2026, Accounts Payable Checks No. 212939 & 212942 and EFT's totaling \$14,233.04 & Payroll Checks No. N/A totaling \$276.00**

6. SPECIAL PRESENTATIONS

A. None

7. PUBLIC HEARINGS

A. None

8. CITY STAFF REPORTS

Development Project Manager Tupling requested that RH2 re-evaluate the prior I&I study to assess potential correlations between Lake Chelan water levels and system flows, noting that the original study attributed elevated flows to seasonal occupancy rather than possible lake-related infiltration. Staff reported that processing volumes increased to approximately 1.3 MGD during unusually high lake levels in January 2026 and declined to approximately 500,000 GPD as lake levels receded in March, indicating a potential relationship between lake elevation and I&I.

9. CHAIRMAN AND COMMISSIONER COMMENTS

A. Finance Report Update (Chairman Babcock)

Chairman Babcock presented the district financial status report. He reported that everything is on track, with expenditures and revenues remaining in alignment.

10. EXECUTIVE SESSION

A. None

11. ADJOURNMENT

<b>MOTION:</b>	I move to Adjourn
<b>MOVER:</b>	Chairman Mark Babcock
<b>SECONDER:</b>	Commissioner Mike Collins
<b>AYES:</b>	Chairman Mark Babcock, Commissioner Kevin Brown, Commissioner Mike Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

The meeting was adjourned at 6:04  
P.M.

Date  
Approved:

\_\_\_\_\_  
Espy Lopez  
Administrative Assistant

\_\_\_\_\_  
Mark Babcock  
Chair



# City of Chelan

LAKE CHELAN SEWER  
DISTRICT

June 17, 2026

Subject/Title: Approve June 17, 2026 Accounts Payable Checks and EFT's & Payroll  
Check and EFT's (Chairman Babcock)

Department: Lake Chelan Sewer District

Staff Contact:

Guiding Principles:

Initiatives:

Reviewed By:

Number of Looks:

PREVIOUS ACTION TAKEN

OVERVIEW

FINANCIAL IMPLICATIONS

ATTACHMENTS

None

SUGGESTED MOTION



# City of Chelan

LAKE CHELAN SEWER DISTRICT

June 17, 2026

Subject/Title: None.

Department: Lake Chelan Sewer District

Staff Contact:

Guiding Principles:

Initiatives:

Reviewed By:

Number of Looks:

## PREVIOUS ACTION TAKEN

## OVERVIEW

## FINANCIAL IMPLICATIONS

## ATTACHMENTS

None

## SUGGESTED MOTION



# City of Chelan

LAKE CHELAN SEWER DISTRICT

June 17, 2026

Subject/Title: Finance Report Update (Finance Director Evans)

Department: Lake Chelan Sewer District

Staff Contact:

Guiding Principles:

Initiatives:

Reviewed By:

Number of Looks:

## PREVIOUS ACTION TAKEN

## OVERVIEW

## FINANCIAL IMPLICATIONS

## ATTACHMENTS

None

## SUGGESTED MOTION



# City of Chelan

LAKE CHELAN SEWER  
DISTRICT

June 17, 2026

Subject/Title:           None.

Department:            Lake Chelan Sewer District

Staff Contact:

Guiding Principles:

Initiatives:

Reviewed By:

Number of Looks:

PREVIOUS ACTION TAKEN

OVERVIEW

FINANCIAL IMPLICATIONS

ATTACHMENTS

None

SUGGESTED MOTION