



City of Chelan

**Lake Chelan Sewer District
Meeting
January 21, 2026**

COMMISSIONER AND ADMINISTRATIVE PERSONNEL PRESENT

Chairman:

Mark Babcock

Commissioner:

Position No. 1 Mike Collins

Position No. 2 Kevin Brown

City Staff Present:

Administrative Assistant Dominique Hawkins

City Administrator Laura McAloon

Development Project Manager Thomas Tupling

Finance Director Heidi Evans

Public Works Director Jake Youngren

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:15pm

2. AGENDA CHANGES

None.

3. MINUTES

- A. Approve the December 17, 2025 Minutes of Regular Lake Chelan Sewer District Meeting (Administrative Assistant Hawkins)

Approve the December 17, 2025 minutes.

MOVER:	Chairman Mark Babcock
SECONDER:	Commissioner Mike Collins
AYES:	Commissioner Kevin Brown
NAYS:	None
RESULT:	Passed

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)

MOVER:	Chairman Babcock
SECONDER:	Commissioner Collins
AYES:	Commissioner Brown
NAYS:	None
RESULT:	Passed

January 15th 2026 Period 13 Accounts Payable Checks No. 212093-212098 totaling \$35,843.97 & Payroll Checks No. 103171-103173 & EFT's totaling \$414.00

- B. Approve January 20, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Chairman Babcock)

January 20, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's

5. SPECIAL PRESENTATIONS

None.

6. PUBLIC HEARINGS

None.

7. MOTION CONSIDERATIONS

None.

8. ADMINISTRATIVE REPORTS

- A. Financial Report Update (Finance Director Evans)

Finance Director Evans updated the commissioners on Period 13 payments.

- B. Lift Station 5 Capital Improvements and Debt Owed (Finance Director Evans)

Finance Director Evans updated the commissioners on the Lift Station 5 upgrades made in 2020-2022. The City initially paid for the project, and the Sewer District is responsible for reimbursing the City for a portion of the cost. There was a verbal agreement that the Sewer District would reimburse the City for 50% of the cost. The City has not billed the Sewer District for the past two years. Both parties will move forward with a formal written agreement to memorialize the prior verbal agreement and establish repayment terms. Finance Director Evans will present the proposed agreement to City Council.

C. Discussion of a Sewer Line Incident (Development Project Manager Tupling)

Development Project Manager Tupling updated the commissioners on a sewer line leak that occurred on 690 S Lake Shore Rd, crew was able to repair the leak in a timely manner.

9. CITY STAFF REPORTS

None.

10. CHAIRMAN AND COMMISSIONER COMMENTS

Chairman Babcock advised the commissioners to review the General Sewer Plan.

11. CITIZEN COMMENTS

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

None.

12. EXECUTIVE SESSION

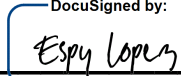
A. None

13. ADJOURNMENT

Motion To Adjourn

MOVER:	Chairman Mark Babcock
SECONDER:	Commissioner Mike Collins
AYES:	Commissioner Kevin Brown
NAYS:	None
RESULT:	Passed

The meeting was adjourned
at 6:20 P.M.

DocuSigned by:

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Espy Lopez
Administrative Assistant

Date
Approved:
Signed by:

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Mark Babcock
Chair