



1106 Vernon Road, Suite A  
 Lake Stevens, WA 98258  
 (425) 334-8588 Fax (425) 335-5947  
 Website: www.lkstevenssewer.org

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

**MINUTES  
 COMMISSIONER MEETING  
 August 9, 2018 8:15 AM**

**Attendees:** Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse, Caitlin Hubbard, Mickie Cooper and Casey Mullins. District Engineers: Leigh Nelson, G&O. Legal Counsel: Brad Cattle. City of Lake Stevens: Gene Brazel.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Kosche called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Kosche led those present at the Meeting in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Lorentzen moved to approve the Agenda. Commissioner Low seconded the Motion. The Motion passed unanimously.
4. **EXECUTIVE SESSION** – Brad Cattle stated that the Commissioners will recess into Executive Session at 8:20 AM to allow for a 3 minutes recess to excuse the general public; it is estimated that executive session may last up to 30 minutes, concluding at 8:45 AM. The Regular Board meeting will commence at 9:00 AM. The purpose of the Executive Session is for contract negotiations. No actions no announcements.

At 8:45 AM the Executive Session was formally extended for an additional 10 minutes.

5. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail). Commissioner Lorentzen moved to approve the Consent Items A through I as presented by staff. Commissioner Low seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: July 26		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$597,547.50	
Withdrawals	\$95,939.34	
Transfers	NA	
D. Payroll	\$176,857.36	
E. 40 – Maintenance	\$52,370.62	5593-5621
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$95,939.34	5622-5623
I. 60 – PWTF Principle & Interest Payment	NA	

- J. Kane 2<sup>nd</sup> Addendum to DEA – Leigh Nelson showed the location on the map. This addendum is to break this project into phases, this amends to previous addendum to remove one ERU; this is the Kane Off-Site DEA. Patrick McCourt added last night the school board authorized the connection to sewer. He explained they will go out to bid soon and have to get this completed soon. Commissioner Lorentzen moved to approve Kane 2<sup>nd</sup> Addendum to DEA. Commissioner Low seconded the motion. The Motion passed unanimously.

- K. Kane Off-Site DEA – Leigh Nelson noted this is the mentioned DEA in item J. Commissioner Low moved to approve Kane Off-Site DEA as written and supported by staff. Commissioner Lorentzen seconded the motion. The Motion passed unanimously

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

**7. OLD BUSINESS**

- A. Evaluation of Merger – Tonya Christoffersen reported she has nothing to add at this time.
- B. Interlocal Agreement with City of Sedro Woolley – Tonya Christoffersen noted Caitlin Hubbard reported at a previous meeting regarding biosolids deposited in Monroe. Sedro Woolley has agreed to give the District an ILA to use their spreader. Commissioner Low asked about the hourly rate mentioned in the contract. Tonya answered she believes its approximately \$100.00 per hour. Commissioner Lorentzen moved to approve the Interlocal Agreement with City of Sedro Woolley. Commissioner Lowe seconded the Motion. The Motion passed unanimously.
- C. Payoff of Vernon Rd Business Center – Tonya Christoffersen reported the Cronin family wrote a nice letter forgiving the District of 15 days of interest for an early payoff. Commissioner Lorentzen moved to approve the Manager of Administration to pay off Vernon Rd Business Center in the amount of \$105,750.51 Commissioner Low seconded the Motion. The Motion passed unanimously.

**8. NEW BUSINESS**

- A. VEBA Implementation for Commissioners – Tonya Christoffersen spoke to each Commissioner about the VEBA, the Commissioner agreed to decline contributing to VEBA.
- B. Review Bids for the Old WWTP Biosolids Removal and Lagoon Closure – Barry Baker reiterated his comments from the last meeting. He noted the District has talked to the Department of Ecology (DOE) and is getting good response as the District is making an effort in the biosolids removal. G&O is recommending the District reject the bids and rebid this project. Barry would also need direction to re-advertise for bids. Commissioner Lorentzen moved to reject all bids and rebid for the Old WWTP Biosolids Removal and Lagoon Closure. Commissioner Low seconded. The Motion passed unanimously.

**9. MANAGERS' REPORTS**

- A. Manager of Administration – Tonya Christoffersen reported State Auditor is scheduled to be here Aug 20<sup>th</sup>, that date has been known to move, at the new rate of \$100/hour. She noted the office is going through a server replacement, there will be no phones during this time. Tonya reminded the Commission she will be on vacation through Aug 20<sup>th</sup> with no phone.
- B. Manager of Collections – Johnathan Dix reported there are 130 permits sold and 257 GFC's year to date. He reported he had a good conversation with King County. He assisted Bravo in getting their clearance permit and somehow Lake Stevens Sewer Districts name was attached to the permit. Bravo was depositing some bad water and Johnathan was able to get it resolved and keep the District in good standing with King County.
- C. Treatment Plant Update – Casey Mullins reported the plant flows are averaging 2.2 MGD. The plant has been struggling with seasonal heat issues for the blowers. Staff has put in a new fan to help with this issue and possibly trying to redirect the flow of heat to that room.

**10. CITY REPORT** – Gene Brazel reported the City is working on planning the Halloween event and would like to get help from the District again this year.

**11. COMMISSIONERS' REPORT** – Commissioner Lorentzen noted he will not be present for the board meeting on the August 23<sup>rd</sup>.


**12. CONCLUSION** – The Board Meeting was concluded at 9:22 AM.

Signed at a regular open public meeting this 23<sup>rd</sup> day of August 2018



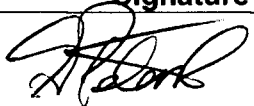
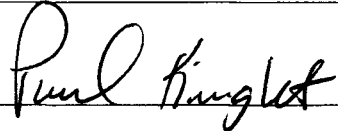
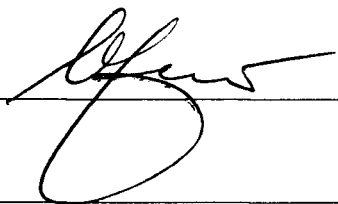
\_\_\_\_\_  
Dan Lorentzen, Commissioner

  
\_\_\_\_\_  
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
GARY PETERSHAGEN		CITY	425 418-1245	CITY
Paul Knight				LSSD
Chris Grissom				LSSD
Patrick McLourens		LAND PRO		LAND PRO