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

**MINUTES  
 COMMISSIONER MEETING  
 January 24, 2019 at 9:00 AM**

**Attendees:** Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Jordan Stephens.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Kosche called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Kosche led those present in the Flag Salute
3. **AGENDA APPROVAL** – Commissioner Lorentzen moved to approve the Agenda with the addition. Commissioner Low seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail): Commissioner Low moved to approve the Consent Items A through I. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Jan 8, 9 & 10		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$479,571.23	
Withdrawals	\$13,205.08	
Transfers	\$34,571.23	
D. Payroll	NA	
E. 40 – Maintenance	\$88,499.95	6039-6066 & EFT118
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$2,145.07	6067-6068
I. 60 – PWTF Principle & Interest Payment	NA	

J. Hewitt Retirement (Lake Stevens Apartments) Construction Plan Approval – Leigh Nelson showed the location on the map. She explained this project has been changed to an apartment building, its approximately 162 ERU's and it recommended for approval. Commissioner Lorentzen moved to approve the Hewitt Retirement Construction Plans as submitted and recommended by staff. Commissioner Low seconded the Motion. The Motion passed unanimously.

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

**6. OLD BUSINESS**

- A. Lift Station 17 Final Progress Payment: Check #6069 for \$11,060.01 – Johnathan Dix reported the physical work is complete and G&O is waiting on the final paperwork. It is recommended for approval. Commissioner Lorentzen moved to approve the Lift Station 17 Final Progress Payment in the amount of \$11,060.01. Commissioner Low seconded the Motion. The Motion passed unanimously.
- B. Lift Station 17 Final Project Acceptance – Johnathan Dix reported this is not ready yet, paperwork is not complete.

## **7. NEW BUSINESS**

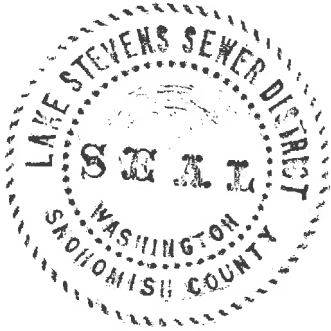
- A. Pace Engineering Contract for Southlake Regional Lift Station – Johnathan Dix explained Pace Engineering provided a scope of work on project management, construction survey and management. He is recommended we set aside \$164,000 for these services. Commissioner Lorentzen moved to approve the Pace Engineering Contract for Southlake Regional Lift Station. Commissioner Low seconded the Motion. The Motion passed unanimously.

## **8. MANAGERS' REPORTS**

- A. Manager of Administration – Tonya Christoffersen reported she has been researching new IT services and tablet lease options. Commissioner Low suggested Snohomish County and appears to have an excellent program that fits our needs for security, tablet leasing, emergency back-ups; they are working on cost. She and Caitlin met with Holly at the School District on the outreach to the schools and will start with 6<sup>th</sup> graders since they are now engaged in local issues and science. The teachers have a training in August and the District may be part of educating the teachers. Caitlin created a QR Code for the District that links directly to the District website which will be added to all brochures, newsletters, etc. and Holly at the School District asked for it to use on their materials as well. She will be at Cavalero Mid High attending an observation of how a teacher does their learning bits from other professionals, she will be attending to observe presenters from Google, Expedia and a company that consolidates research data and extrapolates its value for future use. The Secondary presentation is on trades for non-college employers and the school will add this as an addition to their website. Tonya and Johnathan went to an American Water Works Association for building resilience in your organization and learned some good information from several other agencies from around the state. She had a student attending Western Washington University reached out from the Districts website asking to intern over the summer at the Treatment plant, after talking to the Treatment Plant staff she and Caitlin will be meeting with him on Friday. Commissioner Low, Michelle and Tonya will be attending an all-day symposium for women in wastewater. Commissioner Kosche asked what the ratios of women in the wastewater industry. She replied when she came it was very low and has seen it increase over the years. He added the key he found is to put women in leadership roles. Tonya reported there has been about half a dozen active duty personnel calls regarding the Government Shut down, she has agreed to not charge late fees, nor lien during this time as long as they reach out to the District and required to provide proof of employment. Staff is currently tracking the names and account numbers of these rate payers. She noted there is a company coming in to check out the building and dry rot issues.
- B. Manager of Collections – Johnathan Dix reported there were 0 GFCs and 6 permits year to date. There will be about four developments that will be coming in, in the near future paying GFCs. He noted Lift Station 11 was broken into last Saturday and they stole a 12 volt battery, staff will be installing a steel door with a steel frame that pulls outward and barb wire over the fence to help detour this from happening in the future.
- C. Treatment Plant Update – Casey Mullins reported flows are averaging 2.7 plus MGDs per day normal for now. The rain was low enough it didn't cause issues. He explained they use a light vacuum to clean the membrane fibers. What they are seeing is it start out low and rises and rises, then bounces right back. The plant staff is working on trying to get it worked out and will keep the Commission informed. Commissioner Kosche asked if there is a way to measure the membranes. Casey explained they believe it is in the bio mass and no they do not see an issue with the membranes themselves. They are maintaining a low water level at the old Treatment Plant in the south pond.


- 9. **CITY REPORT** – Leah Everett reported the North Cove Park is getting the dock surface replaced and tree removal is underway and will be reincorporating the lumber from those trees into the park structures. The Main Street festival building design is underway. South Lake Stevens right of way improvements is moving along. The preparation for the annual storm water report for the NPDE permit and working with the Lake Stevens School District on outreach and incorporating low impact development with a rain garden at the high school.
- 10. **COMMISSIONERS' REPORT** – Commissioner Lorentzen thanked everyone for the reports and hard work.
- 11. **EXECUTIVE SESSION** – None.
- 12. **CONCLUDE** – Commissioner Kosche concluded the Board Meeting at 9:14 AM.

Signed at a regular open public meeting this 14<sup>th</sup> day of February 2019



  
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Dan Lorentzen, Commissioner

  
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Mariah Low, Secretary and Commissioner

  
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Kevin Kosche, President and Commissioner