



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

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

**Attendees:** Commissioners Dan Lorentzen and Kevin Kosche. District Staff: Tonya Christoffersen, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker & Leigh Nelson, G&O. Legal Counsel: Brad Cattle. City Councilmember Gary Petershagen

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. She excused Commissioner Kosche from today’s meeting.
3. **AGENDA APPROVAL** – Commissioner Kosche asked to add the Weinburg DEA item 7C to new business and dismiss Commissioner Lorentzen moved to approve the Agenda as presented. Commissioner Low seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail): Commissioner Kosche made one correct to the minutes of October 15 item 3B correct comment made “same bond counsel as the City” to, “the same bond underwriter as the City”. Commissioner Lorentzen moved to approve the Consent Items A through I with the correction. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Sept 26, Oct 8, 10, 15 & 17		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$519,573.87	
Withdrawals	\$79,411.63	
Transfers	\$20,312.85	
D. Payroll	NA	
E. 40 – Maintenance	\$137,573.13	6865-6894 & EFT 127
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$79,411.63	6895-6899
I. 60 – PWTF Principle & Interest Payment	NA	

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes)
6. **OLD BUSINESS – None**
7. **NEW BUSINESS –**
  - A. Resolution No. 971: VEBA Policy Update – Tonya Christoffersen noted section 2 has been added to the resolution stating “For Commissioners, any dollar amount or percentage per month of earned per diem may be contributed to the Commissioner’s respective VEBA account only if he/she does not have a Health Savings Account (HSA) elsewhere”. She noted the District will not be contributing just the Commissioners. Commissioner Lorentzen moved to approve Resolution No. 971: VEBA Policy Update. Commissioner Kosche seconded the motion. The Motion passed unanimously.

- B. Resolution No. 972: Vehicle Replacement Policy – Tonya Christoffersen explained the District doesn't currently have a policy. She used the MRSC, a standard replacement policy guideline. She noted these are guidelines. Commissioner Kosche noted the City has said previously they were working on a policy as well and recommends sharing this resolution with them. Commissioner Lorentzen moved to approve Resolution No. 972: Vehicle Replacement Policy. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- C. Weinberg DEA – Leigh Nelson explained she used the previous version for Commissioner signatures. This project creates 4 lots, 2 ERUs for this DEA, 3 of the 4 lots have later comers back to Estate of Whispering Meadows but they are a separate DEA. It is recommended for approval. Commissioner Lorentzen moved to approve the Weinberg DEA as recommended by staff.

**8. MANAGERS' REPORTS**

- A. General Manager – Tonya Christoffersen reported the District has written a letter regarding reducing the nutrients and endorsed the letter WASWD has put out as well to start looking at the problem as a whole. She has been apart of the discussion for wipes and was asked to review part of the bill. She has been asked by Holly Ernest to participate with her at the National Teachers on the student partnerships, she said yes, it's a good opportunity for information and job opportunities. She is starting a salary survey and the employee handbook is with legal and hopes to have that rolled out soon. The District will have a booth at Harvest Fest, both she and Commissioner Low will be manning the booth and a few employees at the Touch-A-Truck as well.
- B. Manager of Collections – Johnathan Dix reported 358.83 GFC and 205 permits collected year-to-date. The parking lot project has completed incorporating some of the City comments. Lighting design options should be complete next week. Landscape design will begin by the end of this week with plans to be submitted to the City in December. Lift Station 1 decommissioning design QAQC meeting is next Monday. After the design is complete, they will send the appraiser to the property to work on easement acquisition so they can eliminate one lift station. They are almost ready to go out to bid on the Vernon Business Center, cost should be under \$350,000 so the District can use the Small works Roster. Southwest Regional lift station site work began two weeks ago. This week we are working on forms and rebar, forcemain work will begin in November.
- C. Treatment Plant Update – Casey Mullins reported flow just over 3.0 MGD per day, there was a spike of 3.8 due to rain. Process is stable and filterability is good. They pulled the variable frequency drive out of blower one, as of yesterday while the good weather was here, they packaged it up and sent it out to the vendor through Kaman Industrial Tech.

**9. CITY REPORT** – Gary Petershagen stated twitter; social media is not our friend right now regarding the wood issue. Other than that, everything is positive.

**10. COMMISSIONERS' REPORT** – Commissioner Lorentzen enjoyed the meet and greet candidate forum and stated keep up the good work. Commissioner Kosche stated the bonds are close to being complete, just a last few items to work out with the City.


**11. EXECUTIVE SESSION** – None.

**12. CONCLUDE** – The Board Meeting was concluded at 9:17 AM.

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