



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

**MINUTES
COMMISSIONER MEETING
December 12, 2019 at 9:00 AM**

Attendees: Commissioners, Dan Lorentzen and Kevin Kosche, via phone conference. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Brad Cattle.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Kosche called the meeting to order and excused Commissioner Low from today’s meeting.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Kosche led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Lorentzen moved to approve the Agenda. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail): Commissioner Lorentzen moved to approve the Consent Items A through I with the correction. Commissioner Kosche seconded the Motion. The Motion passed unanimously. Brad Cattle noted for the audience the chairperson can make a motion when there is a Commissioner missing.

	AMOUNT	CHECK #'s
A. Minutes: Nov 21 & 25		
B. Lien Placements (44)	NA	
Lien Releases (32)	NA	
C. Investments	\$679,764.98	
Withdrawals	\$6,598,196.39	
Transfers	\$19,364.98	
D. Payroll	\$191,777.97	
E. 40 – Maintenance	\$99,214.38	7003-7052 & EFT 130
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$19,678.28	7053-7056
I. 60 – PWTF Principle & Interest Payment	NA	

J. 2BR DEA 4th Addendum – Johnathan Dix explained this is as discussed in the last board meeting extending the DEA by 6 months and requires the developer to pay by 1/22/19. It is recommended for approval. Commissioner Lorentzen moved to approve the 2 BR DEA 4th Addendum. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

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

Patrick McCourt, 10515 20th St NE, Lake Stevens – He stated at the last meeting he made a request to the Commission and has since been working with Johnathan Dix on this request. He hopes to have a more formal request at the next meeting.

6. OLD BUSINESS

7. NEW BUSINESS

A. G&O Contract Amendment No. 21: Lift Station 1C Electrical Upgrade Design Scope – Johnathan Dix explained this is to cover cost of G&O on the design of the control panels and have the Board President sign. Commissioner Lorentzen moved to approve the G&O Contact Amendment No. 21: Lift Station 1C Electrical Upgrade Design Scope. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

B. Resolution No. 975: Establishing a Policy for Additional Holiday Benefit Post – Tonya Christoffersen explained the District has an annual holiday lunch where the employees are excused the rest of the day. There has never been a formal benefit and due to a whistle blower the state auditor let us know. Commissioner Lorentzen moved to approve Resolution No. 975: Establishing a Policy for Additional Holiday Benefit. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. General Manager – Tonya Christoffersen reminded the Commission about the special meeting presentation on the 18th. The bonds will be signed on the 15th and complete.
- B. Manager of Collections – Johnathan Dix reported he and Leigh attended a meeting with WSDOT on the utility kickoff meeting for the SR9/204, he doesn't see any conflicts but there could be with one of the pipes. At this time there is no estimate on that.
- C. Treatment Plant Update – Casey Mullins reported flow just over 2.5 MGD per day, normal for the season. Filterability is doing very well. He and Jeff and halfway through the biannual recovery cleans. Number one turbo blower variable frequency drive is installed, the field tests completed and on-line with no issues. Boiler number two had some grounding issues, Travis helped with some bonding for the unit controls and it will run through most of the day shift with no issues; it will be a good back up to number one overnight. Andritz has had some internal changes in mid/upper management and hopes there will be better service and responsiveness. Jeff talked to them and expressed the issues we have had and got a good response from the new management; he is hopeful for better experiences moving forward. January 15th is the tentative tour date for January. Tonya added she got replies on the tour about how good and informative it is, and the good job Casey did.

9. CITY REPORT – Eric Durpos reported Winter fest had a good turn out and it went well. The pavilion work continues. He thanked everyone for their work on South Lake Stevens Road, the project is going well, and the contractor will be taking a break during Christmas so the road will be opened up through the holiday.

10. COMMISSIONERS' REPORT – Commissioner Kosche is pleased to hear the bonds are near completed and will give updated numbers of savings once it's all complete. He thanked Casey for his good work with the public. Commissioner Lorentzen invited everyone to the presentation on the 18th and reminded everyone the next meeting has changed from December 26th to December 23rd at 11:00 AM to allow for the holidays.

11. EXECUTIVE SESSION – none.

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

Signed at a regular open public meeting this 23rd day of December 2019






Dan Lorentzen, Commissioner



Mariah Low, Secretary and Commissioner



Kevin Kosche, President and Commissioner