



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

**MINUTES
COMMISSIONER SPECIAL MEETING
December 23, 2019 at 11:00 AM**

Attendees: Commissioners, Dan Lorentzen and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse, Mickie Cooper and Casey Mullins. 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** – Johnathan Dix asked to strike item J in consent items. Commissioner Lorentzen moved to approve the Agenda with the change to strike item J and a decision after executive session. 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.

	AMOUNT	CHECK #'s
A. Minutes: Dec 10, 12 & 18		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$414,050.70	
Withdrawals	\$732,010.67	
Transfers	\$10,563.42	
D. Payroll	NA	
E. 40 – Maintenance	\$42,869.12	7057-7086
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$732,010.67	7087-7091
I. 60 – PWTF Principle & Interest Payment	NA	

K. Mountain View Phase I DEA 2nd Addendum – Johnathan Dix explained this addendum separates the project into two projects. It adds latecomers to the development. Staff, Legal and recommends for approval. Commissioner Lorentzen moved to approve the Mountain View Phase I DEA 2nd Addendum. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes)
6. **OLD BUSINESS**
7. **NEW BUSINESS**

- A. Oath of Office for Commissioners Low and Lorentzen – Tonya Christoffersen explained Mariah Low is a two-year term and gave Commissioner Low her oath of office position #2. Tonya gave Commissioner Lorentzen his oath of office for position #1 for the rest of 2019.
- B. Resolution No. 976: Transfer of Funds for Various Projects from Fund 46 to Fund 58 – Mickie Cooper explained fund 46 must have an approved resolution to transfer money out and can only be used for capital improvement projects. These projects include the Southeast Regional Lift Station, Grace Lane, SR9/24th St, Hyundai’s, Lift Station 1 decommissioning, VBC Parking Lot,

Lift Station 1C Electrical Update Design, TP Server Replacement and Comp Plan Amendment projects, in the amount of \$4,755,158.68 million for all the projects from July through September. Commissioner Lorentzen moved to approve Resolution No. 976: Transfer of Funds for Various Projects from Fund 46 to Fund 58 in the amount of \$4,755,158.68. Commissioner Low seconded the Motion. The Motion passed unanimously.

- C. Board Positions for 2020 – Commissioner Lorentzen nominated Commissioner Low as President for 2020 and Commissioner Kosche as Secretary for 2020. Commissioner Low seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. General Manager – Tonya Christoffersen is pleased to announce the bonds are closed at an interest rate is 2.096%, including all fees. Tonya explained Commissioner Low was approached by the School District and she was asked by Commissioner Low asked if Tonya would work with the schools. She noted Caitlin and Casey have given tours to the teachers and it has branched out to the School District potentially sending a teacher to WASWD to help educate on building relationships between utilities and schools. Commissioner Lorentzen noted it is good to educate, a cup of household grease adds up to major blockages.
- B. Manager of Collections – Johnathan Dix noted as the Commission is aware the “chicken line”, a section of pipe located at 91st and SR 204 has a blockage and a part of the nozzle was lost. His plan is separate the projects into two parts; first fix the section of pipe that has leakage and later in the spring slip lining the pipe. Over the weekend the large lift stations were hit with lots of rain and staff was out fixing them all weekend; lift station 1 the bypass pump quit working, Lift station 15 had 2 of the 4 pumps running most of the weekend causing lots of wear and tear on the pumps and Lift station 20 has issues with level controls. Commissioner Kosche asked if this was due to weather. Johnathan replied in part yes, he is looking into other methods of ways to keep up on looking at other preventive maintenance tasks to prevent it in the future. Tonya added she has asked Caitlin to reach out to the businesses in the area to educate and help eliminate the amount of grease that is put down. Johnathan explained the nozzle was lost but there was no sewer leak. He is hopeful the nozzle can be found.
- C. Treatment Plant Update – Casey Mullins noted grease is a problem at the plant as well. He reported flow just over 3.7 MGD per day, due to weather. The flow doubled on Friday with the large amount of rain that day.

9. CITY REPORT – Gary Petershagen reported they have a new council member, Steve Ewing to fill the open seat for Brett Gailey.

10. COMMISSIONERS' REPORT – Commissioner Lorentzen thanked everyone and is looking forward 2020. Commissioner Low added Merry Christmas and Happy Holidays

11. EXECUTIVE SESSION – The Commissioners will now recess into Executive Session at 11:35 AM and excused the general public; it is estimated that executive session will last up to 15 minutes. The purpose of the Executive Session, under RCW 42.30.110.i, is for labor negotiations, discussion of which in public may disadvantage the District. At the conclusion of the Executive Session the commission could possibly take action on Labor negotiations. At the conclusion of the discussion and possible action it would conclude the meeting.

Commissioner Kosche reopened the meeting up to the general public. Commissioner Lorentzen moved to approve the tentative agreement with the bargaining unit regarding salary for 2020. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

12. CONCLUDE – The Board Meeting was concluded at 11:50 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