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

**MINUTES  
 COMMISSIONER MEETING  
 July 25, 2019 at 9:00 AM**

**Attendees:** Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Johnathan Dix, Tonya Christoffersen, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker & Leigh Nelson, G&O. Legal Counsel: Brad Cattle. City: Councilmember 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 in the Flag Salute.
3. **AGENDA APPROVAL** – 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 Lorentzen moved to approve the Consent Items A through J. Commissioner Low seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: June 25, 27, July 9 & 11		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$612,022.92	
Withdrawals	\$6,903.12	
Transfers	\$23,287.51	
D. Payroll	NA	
E. 40 – Maintenance	\$217,418.92	6591-6627 & EFT 124
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$6,903.12	6628-6632
I. 60 – PWTF Principle & Interest Payment	NA	

- J. StorQuest DEA – Leigh Nelson noted the location; this is recommended by engineering and legal. Commissioner Lorentzen moved to approve StorQuest DEA. Commissioner Low seconded the Motion. The Motion passed unanimously.
- K. StorQuest DEA Construction Plan Approval – Leigh Nelson noted the plans are present and recommended for approval. Commissioner Lorentzen moved to approve StorQuest DEA Construction Plan Approval. Commissioner Low seconded the Motion. The Motion passed unanimously.
- L. 2BR Sewer Construction Plan Approval – Leigh Nelson noted the plans meet District Standards and are recommended for approval. Commissioner Lorentzen moved to approve 2BR Sewer Construction Plans. Commissioner Low seconded the Motion. The Motion passed unanimously.
- M. Pellerin Addendum to DEA – Leigh Nelson noted the addendum modifies the number of units to 44 ERUs and is recommended for approval. Commissioner Lorentzen moved to approve Pellerin Addendum to DEA. Commissioner Low seconded the Motion. The Motion passed unanimously.
- N. Ebay View 2<sup>nd</sup> Addendum to DEA – not present.
- O. Lake Drive DEA Sewer Plan Approval – not present.

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

**6. OLD BUSINESS**

- A. South Lake Regional Lift Station Contract Signing – Johnathan explained this item is not ready.

**7. NEW BUSINESS**

- A. Resolution No. 967: Authorization to Surplus the 2006 Subaru – Johnathan Dix explained this resolution dictates the surplus of public property. The maintenance needed is more than it will cost to surplus it. Commissioner Kosche asked is there a general policy for replacement. Tonya Christoffersen explained there is currently no policy, but it is something on the list to create. Commissioner Kosche asked if they City has a policy. Gene Brazel replied the City is working on one as well. Commissioner Lorentzen moved to approve Resolution No. 967: Authorization to Surplus the 2006 Subaru. Commissioner Low seconded the Motion. The Motion passed unanimously.
- B. DEA Process Discussion – Johnathan Dix noted there have been several discussions on the DEA process to keep momentum and development easier than waiting for Board meetings. He reached out to several District to see what their processes are and got a consensus. DEA's and Construction plans are approved by staff with the exception to Latecomer which would go before the Board. He summarized the resolution; it allows District Staff to approve Construction Plans and standards DEA's only. Construction Plans would be approved by staff after engineer approval. DEA's would still need Engineering Sign off as well. Brad Cattle added this resolution delegates approval from the Commission to the General Manager or designee if the General Manager is out. There is a recognized standard form DEA agreement; for example, the StorQuest DEA had unique aspects that would not be able to be approved by the General Manager. The Commission will be giving authority to the General Manager that follows a standard form and as long as the technical staff and legal approves the DEA, these are the conditions within the scope of the resolution. This resolution also allows the General Manager to approve Construction Plans with the same standards and stipulations as the DEA's. Brad noted this resolution is a takeaway to be brought back to the next meeting for approval. Commissioner Kosche noted this is in line with what was discussed and brought to the Utility Committee meeting.

**8. MANAGERS' REPORTS**

- A. General Manager – Tonya Christoffersen noted the state auditor will be here Monday and staff met with Michel and Erika last week. The IT audit will be pushed out another 4-6 weeks so we can switch over to the County. She noted the County does not do websites, so a contract was signed with Revise Design, they will design a new website that will also be ADA Compliant. She noted staff met with Liquid Transport last week for decommissioning the old Treatment Plant, they will be starting next week. Amber from the Department of Ecology was on site at Remlinger Farms for the spreading of the biosolids and very happy she was taking pictures and wants to use it in a power point. Envioisight cameras recognized the District for the partnership with the school. Tonya has been invited to speak along with two others to get started on the campaign to remove Flushable wipes from packaging. The Field position interviews were done, and an offer was made to one who's employer countered, and they accepted that counter. She had her admin staff watch the "All the Queens Horses" documentary about a woman who embezzled more than \$53 million from a City and has empowered her staff to speak up and question anyone, even her when something doesn't look right.

- B. Manager of Collections – Johnathan Dix reported there are two employees completing their CDL training.
- C. Treatment Plant Update – Casey Mullins reported flows 2.15 MGD; normal dry weather flow. As of this morning just over 40,000 gallons of digestive sludge has been taken out of the digestive holding tanks. This represents about 6.5 days of sludge production. Jeff was very proactive in starting this process before it became urgent, having never done this particular operation before and glad Caitlin had set up all the legalities and a receiving site well ahead of time. Andritz is still at least two weeks out and Jeff has been in discussion with them about some arguable additional repairs. On a brighter note the people at the Monroe site were pleased with our digested sludge and wished they could get it applied thicker to their sandier soils; but the Department of Ecology said no.

**9. CITY REPORT** – Gene Brazel reported Aquafest prep is underway. North Cove park is still under construction, the last part is grading which will start after Aquafest. South Lake Stevens trail is the next project going out for bid soon. Terry Smith the HR director has accepted a position at the City of Kent; which is where she started her career. The position will be opening soon. Julie has stepped in as interim in the meantime.

**10. COMMISSIONERS' REPORT** – nothing to report.


**11. EXECUTIVE SESSION** – The Commissioners will now recess into Executive Session at 9:35 AM and excused the general public; it is estimated that executive session will last up to 30 minutes. The purpose of the Executive Session, under RCW 42.30.110.i, is for contract negotiations, discussion of which in public may disadvantage the District. At the conclusion of the Executive Session, there will not be action taken by the Board of Commissioners and there will not be any announcements made. The Commission Meeting will be adjourned at the conclusion of the Executive Session.

**12. CONCLUDE** – The Board Meeting was concluded at 10:05 AM.

Signed at a regular open public meeting this 8<sup>th</sup> day of August 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