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

**MINUTES OF SPECIAL  
COMMISSIONER MEETING ON  
June 25, 2019 at 3:00 PM**

**Location: Lake Stevens Sewer District Office  
1106 Vernon Rd Suite A, Lake Stevens WA 98258**

**Attendees:** Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Jonathan Dix and Tara Bighouse.

**1. CALL TO ORDER** – Commissioner Kosche called the meeting to order at 3:02 PM

**2. COMMISSIONER WORKSHOP AGENDA ITEMS:**

- A. Org Chart Discussion – Commissioner Low asked the question about where the District is on staffing. Possibly reaching out to other Districts at WASWD. Commissioner Kosche noted how do you benchmark it and who are the key employees, etc. Tonya Christoffersen can now ask Peter Altman, Summit Law, now start the salary survey for the bargaining unit employees. She noted from the last report the office staff was over by two but since then two left; Darwin and Amy. Discussion ensued about the Treatment Plant staff and the longevity of some employees. Tonya has been talking with Caitlin about her role as it doesn't really fit in where she's at and has empowered her to ask Jeff to be her mentor if she wants to go in the route of a Plant Manager. In Collections with Jim Farrell leaving the District is not replacing him at this time. She has been asking the Treatment Plant staff to participate in a few areas as well. She will contact Laura with JB Consulting to see if she can dedicate time looking into admin staffing, as well as asking Peter Altman for the bargaining unit. Commissioner Low asked about checking on an inhouse engineer. Tonya replied the last time she looked into it the cost of that position would be more than what we pay G&O now.

Tonya Christoffersen recapped the open positions that have not been refilled. Johnathan Dix added the new position the District is hiring for would possibly make it to where the Collections I position would not need to be filled, he would like to see how it works first. Tonya added she doesn't believe the Administrative Manager position needs to be filled at this time with Amy taking over payroll and benefits and Tonya continuing to do HR, things are working well. Commissioner Kosche would like to think through as a team on process improvement and his bias from the corporate world would be treatment plant staff looks light, collections staffing looks about right and administration looks heavy. Johnathan added some of the cost for the new employee will be able to be billable. If it's kept with the current number of employee's collections would be one person short.

- B. Comp Plan Update – Johnathan Dix reported there has been only a few minor verbiage changes on the RUTA and UGA. Discussion ensued on the buildable lots and the impact on the Comp Plan.

C. Decant Facility Update – Johnathan Dix just got back from the decant facility meeting at the City. He noted they are on the design phase. It appears there isn't a financial strategy at this moment but are looking into options. He noted the District has some money to invest into the project and the PUD would like to own the bay while the City wants to lease it; discussion ensued.

D. Branding Logo – The Commission agreed they are good with the new logo decision. Commissioner Lorentzen would like to see it consistent. Commissioner Low suggested having the wrapped vehicle in the AquaFest parade.

**3. EXECUTIVE SESSION – None.**


**4. CONCLUDE – Commissioner Kosche concluded the meeting at 3:43 PM with no action taken.**

Signed in a regular open public meeting this 11<sup>th</sup> day of July 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