



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

**MINUTES
COMMISSIONER MEETING
January 23, 2020 at 9:00 AM**

Attendees: Commissioners, Dan Lorentzen and Mariah Low. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker, G&O. City Administrator: Leah Everett. Legal Counsel: Brad Cattle.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Low called the meeting to order and excused Commissioner Kosche from today’s meeting.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Low led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Tonya Christoffersen requested adding item 7A, correction of check numbers from last board meeting consent items and 7C HRA VEBA addition. Johnathan Dix added item 7B, request for variance for Geottler Short Plat. Commissioner Lorentzen moved to approve the Agenda with the change to add item new business 7A, correction of check numbers from consent items on the last board meeting agenda and 7B, request for variance for Geottler Short Plat and 7C, HRA VEBA. 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 I with the correction. Commissioner Low seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Dec 23 & Jan 9		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$397,568.85	
Withdrawals	\$326,326.27	
Transfers	\$78,528.14	
D. Payroll	NA	
E. 40 – Maintenance	\$168,266.53	7132-7187 & EFT 131
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$295,724.83	7188-7193
	\$34,614.30	7131
I. 60 – PWTF Principle & Interest Payment	NA	

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

6. **OLD BUSINESS**

- A. Authorization to Advertise for Bid for the Vernon Business Center Project – Johnathan Dix explained District staff is asking to entertain a motion to advertise this project for bid. The engineers estimate is \$327,000. Barry Baker added there is a minimum of two-week advertisement even, if the District goes with the MRSC small works roster, he will coordinate with staff on setting a bid date and then bring the bids before the Commission. Commissioner Lorentzen moved to approve authorization to advertise for bid for the Vernon Business Center project. Commissioner Low seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

- A. Correction of Check Numbers for Consent Items on the January 9th Agenda – Tonya Christoffersen explained this is a house keeping correction. The wrong check numbers were listed on the consent items incorrectly. The check numbers were input as 7092 to 7129. The checks that were used were 7092 to 7130. Commissioner Lorentzen moved to approve the correction of the check number change from ending in 7129 to ending in 7130. Commissioner Low seconded the Motion. The Motion passed unanimously.
- B. Request for Variance for Geottler Short Plat – Johnathan Dix explained the District received a request for variance for the Geottler short plat, the proponent is asking we consider 5 connections. District policy is currently 4, however this is recommended by staff due to the location of this project and topography. The Geottler short plat is located at 99th and 13th Place SE. Commissioner Lorentzen moved to approve the variance for the Geottler Short Plat as recommended by staff. Commissioner Low seconded the Motion. The Motion passed unanimously.
- C. HRA VEBA – Tonya Christoffersen explained in November the Commission approved a resolution amending HRA VEBA to allow Commissioners to contribute. Meritane, the company managing HRA VEBA for the District is asking for the Commission to approve in meeting minutes for tax purposes the authorization of allowing a commissioner to contribute 25% of their own compensation to HRA VEBA. Commissioner Lorentzen moved to approve authorizing Commissioners to contribute 25% of their own compensation in to the HRA VEBA account. Commissioner Low seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. General Manager – Tonya Christoffersen reported she is working on mediation prep for next Tuesday and the Commissioner Workshop.
- B. Manager of Collections – Johnathan Dix reported he and Angeline have been working on the Citiworks software setup with the Timmons Group. It has been going very well and he thanked the Commission for allowing Timmons Group to help with setup. Pipe repair on 91st Ave NE contract has been signed by staff and a preconstruction meeting is scheduled for next Tuesday at 11 AM. South lake regional lift station has slowed due to weather and some issues with the pump manufacture, Strider is working hard to get it worked out.
- C. Treatment Plant Update – Casey Mullins reported the 7-day flow average is 3.2 per day. Filterability is good, process is stable. Jeff has been working with Andritz. Casey has a Boy Scout troop tour tomorrow.

9. CITY REPORT – Leah Everett reported the City was prepared for the snow. They swap funding sources for 20th street road improvement. South Lake Stevens Road is coming along slowly but moving along. The decant facility is continuing. They are working on a public works building to get all public works staff in the same building. They are looking into the 36th street Catherine creek street. Tonya added there was a lot of good road clearing of the snow.

10. COMMISSIONERS' REPORT – Commissioner Lorentzen looks forward to the workshop on January 30th.

11. EXECUTIVE SESSION – none.

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

Signed at a regular open public meeting this 13th day of February 2020






Dan Lorentzen, Commissioner



Mariah Low, President and Commissioner



Kevin Kosche, Secretary and Commissioner