



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

**MINUTES
COMMISSIONER MEETING
March 12, 2020 at 9:00 AM**

Attendees: Commissioners Mariah Low and Kevin Kosche via phone conference. District Staff: Johnathan Dix, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson, G&O. City Administrator: Gene Brazel. Legal Counsel: Brad Cattle.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Low called the meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Low led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Low excused Commissioner Lorentzen from the meeting. Commissioner Kosche moved to approve the Agenda. Commissioner Low seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Kosche 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: Feb 13, 25 & 27		
B. Lien Placements (26)	NA	
Lien Releases (23)	NA	
C. Investments	\$517,912.43	
Withdrawals	\$312,420.64	
Transfers	NA	
D. Payroll	\$205,373.45	
E. 40 – Maintenance	\$111,956.36	7307-7341
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$310,958.21	7342-7345
I. 60 – PWTF Principle & Interest Payment	NA	

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes)
 - A. Paul Knight, District Staff Member, asked if the District is making any changes with the Coronavirus going around. Commissioner Low noted she will be talking about this more after the meeting. She added continue to wash your hands and take precautions. It is a growing concern with schools being out, they are aware of this as well and will continue to monitor. Commissioner Kosche added we can make the hand sanitizer with alcohol and aloe if we are unable to get more so keep the sanitizer bottles.
6. **OLD BUSINESS**
7. **NEW BUSINESS**
8. **MANAGERS' REPORTS**
 - A. General Manager – not present.
 - B. Manager of Collections – Johnathan Dix introduced and welcomed Roz Gorc, the new Customer Service Representative. To date there are 175.7 connection fees paid and 102 permits paid. He

explained with the dollar difference in the GFC's the District just past the 130 connections year-to-date. He noted for housekeeping and audit purposes staff voided check number 7193 payable to WA Federal for Strider Construction's Progress Estimate #3 payment and reissues check number 7306 as a replacement; due to the bank never receiving it. This creates a gap in check numbers in the consent items from one meeting to the next and staff wanted to make note in the minutes. The Southlake Regional Lift Station has been difficult this week, the telecom company didn't properly mark for their duct banks and the District did run into another one which has delayed the project by approximately 5 days. They are working around it with help from PUD, requiring a larger overlay of the road. The 91st Ave pipe replacement is complete, the hope it to do final overlay in April to close out the project.

C. Treatment Plant Update – Casey Mullins reported flows are at 3 MGD, normal for the season. Staff has been starting spring cleaning. Commissioner Low asked are there any processes that the District sends out, can we bring anything inhouse. Casey replied a lot of it is double checks and the cost of the machine hasn't seemed worth it. He will ask Kurt Meyer at the plant and get back to the Commission.

9. **CITY REPORT** – Johnathan Dix read the City report sent by Gene Brazel stating “They are having a briefing with the Mayor on the Coronavirus. This week we had 20th Street SE bid award. This is a widening project from 91st to 83rd. Engineering estimate was \$7,037,672 and low bidder was SRV Construction Inc. \$4,878,083.”

10. **COMMISSIONERS' REPORT** – none.

11. **EXECUTIVE SESSION** – The Commissioners will now recess into Executive Session at 9:20 AM and allow 5 minutes to excuse the general public; it is estimated that executive session will last up to 20 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.

The executive session was formally extended 20 minutes

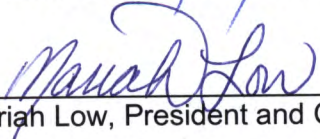
12. **CONCLUDE** – The Board Meeting was concluded at 10:00 AM.

Signed at a regular open public meeting this 26th day of March 2020

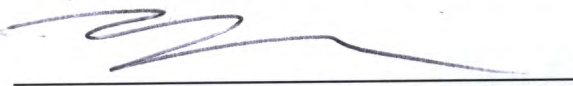




Dan Lorentzen, Commissioner



Mariah Low, President and Commissioner



Kevin Kosche, Secretary and Commissioner