



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

**MINUTES
COMMISSIONER MEETING
March 26, 2020 at 9:00 AM**

Attendees: All via GoToMeeting.com Commissioners Mariah Low, Dan Lorentzen and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Brad Cattle.

1. **CALL TO ORDER** – At 9:07 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 Kosche moved to approve the Agenda. Commissioner Lorentzen 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: March 12		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$32,674.19	
Withdrawals	\$282,361.69	
Transfers	\$23,628.76	
D. Payroll	NA	
E. 40 – Maintenance	\$127,523.56	7346-7378 & EFT 133
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$282,360.59	7379-7383
I. 60 – PWTF Principle & Interest Payment	NA	

J. Nurse Phase 3 & 4 DEA Addendum – Johnathan Dix explained this Addendum is to create a vehicle for us to accept a portion of the project without accepting the entire project, late comer fees and GFC credit for work they are doing that will benefit the District. allows the District to accept a portion of pipe that will immediately reroute Lift Station City 8 forcemain and decommission Lift Station City 7/Shirewood. Legal, engineering and District staff recommends it for approval. Commissioner Lorentzen moved to approve Nurse Phase 3 & 4 DEA 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. Resolution 980: Adopting a New Mixed-Use Billing Methodology – Johnathan Dix explained this resolution addresses a new connection issue. This resolution sets how mixed-use developments will bill. The District is suggesting we bill at the highest impact user. Cavalero Mixed-ed use is the District first mixed-use connection with 16 residential and 3 commercial units. We will be billing for the 16 residential as it sets the highest impact. Commissioner Lorentzen moved to

approve Resolution 980: Amending Res. No. 963 and adopting a new mixed-use billing methodology. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

- B. Resolution No. 981: Establishing an Emergency Policy in Response to COVID-19 – Tonya Christofferson noted in her absence the Commission agreed to allow employee sick time to accrue in the negative up to 40 hours due to COVID-19 virus. The employee will pay the District back when they return. The negative accrual will have to have a confirmed case of the virus or a requirement to quarantine due to exposure or employee childcare is unavailable. It also gives the Commission the option to repeal the resolution if needed. Brad Cattle added legal has reviewed the resolution and has approved. Commissioner Kosche asked if this resolution means they have to use sick and vacation time before they can go negative. Johnathan replied, yes that is correct. Commissioner Low added for new employees it helps them as well. Commissioner Lorentzen moved to approve Resolution 981: Establishing an emergency policy regarding negative sick leave accrual in response to the COVID-19 pandemic. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- C. Energy Efficient Lighting Purchase for the Wastewater Treatment Plant – Johnathan Dix explained Caitlin and Travis have been working hard on this and the lighting efficiency has a high return on investment. The proposal is to replace all of the lighting at the Treatment Plant with energy efficient. The cost is estimated at \$17,342.68 and will be recuperated in two years. PUD will be rebating 50% of that cost. Johnathan is asking the commission to approve of the purchasing of the lighting with an overall cost not to exceed \$20,000 for the purchase of equipment and materials. Commissioner Lorentzen moved to approve staff to move forward on purchasing lighting for the Treatment plant with the cost to not exceed \$20,000. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. General Manager – Tonya Christoffersen thanked staff for doing well with everything going on. She had people from Tennessee and Minnesota reach out about the District's wipes photo. She has heard from the treatment plant about the wipes issue, it appears Lake Stevens community is listening to not flush wipes and is excited to see people listening and getting nationwide recognition. Tonya explained the current process for liens and suggests leaving it as is for now since the delinquent customers are from the past 3 months and Customer Service will be calling
- B. Manager of Collections – Johnathan Dix reported 175.7 connections fees paid and 102 permits issued to date. The Southlake Regional Lift Station is moving along, earlier this week there was a discussion about delaying the work as some suppliers are shutting down. However, the contractor will continue working, they are asking for 3 days work for the tele communications duct bank issues and in total are asking for 13 days, which he is negotiating. He received the draft ILA for the decant facility, he and Tonya are reviewing and will be sending it on to legal for review. He thanked the entire District Staff for their calm, patient and hard work during this time. Commissioner Kosche asked if there is enough information to explain OpEx. Johnathan replied, the dollar figure in the ILA is \$1.5 million buy in. The only reference to OpEx is for the District to pay their portion. Commissioner Kosche would like to see the plan for the OpEx cost before we put out \$1.5 million, to be most responsible. Johnathan noted the ILA does give rolls of the responsibilities with the City managing it. Commissioner Kosche would like a ballpark, doesn't need to be dialed down. Commissioner Kosche ask how do the contracts read on not anticipating something like COVID-19, what is in the contract for issues and what is the contractual obligation. Johnathan replied it's stated as a number of working days with the ability to negotiate more days or suspend work. The contractor hasn't asked for a whole lot of additional money, just more days with the suppliers not having supplies.

C. Treatment Plant Update – Casey Mullins reported 2.6 MGD, the process is very stable with schools and business closed. Andritz canceled their site visit. They are having some ultraviolet light issues and are checking into it. Spring cleaning is in full swing, keeping busy and working separately.

9. CITY REPORT – none.

10. COMMISSIONERS' REPORT – Commissioner Kosche appreciates everyone continuing on and being mindful of what's going on and doing their part of being an essential employee.

11. EXECUTIVE SESSION – none.

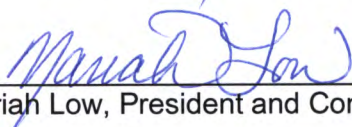
12. CONCLUDE – The Board Meeting was concluded at 9:41 AM.

Signed at a regular open public meeting this 9th day of April 2020






Dan Lorentzen, Commissioner



Mariah Low, President and Commissioner



Kevin Kosche, Secretary and Commissioner