



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

**MINUTES  
COMMISSIONER MEETING  
April 9, 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. City Administrator: Gene Brazel. Legal Counsel: Brad Cattle.

1. **CALL TO ORDER** – At 9:03 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 Lorentzen moved to approve the Agenda. Commissioner Kosche 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.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: March 24 & 26		
B. Lien Placements (15)	NA	
Lien Releases (25)	NA	
C. Investments	\$85,400.00	
Withdrawals	\$896,753.73	
Transfers	NA	
D. Payroll	\$197,917.31	
E. 40 – Maintenance	\$140,713.97	7384-7434
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$898,642.06	7435-7439
I. 60 – PWTF Principle & Interest Payment	NA	

J. Adkins-Strom DEA Addendum – Johnathan Dix explained this DEA Addenda extends a general facilities credit of \$11,288.82 to cover the cost of hooking up a sewer that was thought to be connected to sewer but was on septic. It was a City customer that came over, everyone was under the assumption they were connected to sewer and she wasn't. This covers the cost is to put in a temporary holding tank. It has been reviewed by staff, engineering and legal, it is recommended for approval. Commissioner Lorentzen moved to approve.

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes)
6. **OLD BUSINESS**
7. **NEW BUSINESS**
8. **MANAGERS' REPORTS**

A. General Manager – Tonya Christoffersen reported Governor Inslee will be making a statement today and anyone with water service legally the water District cannot turn off the water. She has asked those District that have both services what they are doing during COVID-19. They are not



forgoing payments but working with customers. Tara called 51 lien customers, all but 15 paid. The majority of the callers that have called in this far are asking what the District will be doing and have paid their bills so far. Caring by sharing has been depleted. She noted she pulled the job posting for the Treatment Plant Supervisor; she did have 3 applicants once of which was outside the District, he has been contacted. Everything else is going as expected. Tonya is meeting with the City regularly to keep in communication. She thanked Barry Baker for helping her talk to the contractor doing the work on the building improvement.

- B. Manager of Collections – Johnathan Dix reported the South Lake Regional Lift Station construction is still underway. He had a discussion on the road closure to meet the Cities deadline, they are confident to get it done but he will be meeting with them Monday on the reality of that. Regarding the building improvements the contractor would like to start project earlier than the contract states and the District is asking the contractor to provide assurance on having the available materials, labor and equipment to make sure the work can get started. The decant facility and ILA has gone through legal and hopes to get them to the city soon. Work in the field is going well, staff is separated by two's and all measures are in place to keep them safe. Tonya added she had a good meeting with the City on prioritizing needs, that list was sent to the commission yesterday.
- C. Treatment Plant Update – Casey Mullins reported flows are at 2.7 MGD, normal for this time of year. Spring cleaning is in full swing, staff at the treatment plant is working separated as well, which is typical. Andritz is coming next week, they confirmed. Johnathan will be lending a helping hand with Andritz. Casey explained there has been no issues, they are maintaining. The wipes communicating is helping.

**9. CITY REPORT** – Gene Brazel thanked the District for their working together. The City is working on a contingency plan with the short fall from businesses being closed. Projects around town are still ongoing to eliminate waste. The south lake stevens trail is a critical project due to safety. The Mill is still moving forward, its critical as well if it's needed for medical needs. Brett Gailey also noted the good meeting with Tonya and is hoping to get grants if there are any and keep things moving forward.

**10. COMMISSIONERS' REPORT** – Commissioner Lorentzen thanked everyone for their hard work during this time. He thanked staff for looking at the long-term issues that might come up. Commissioner Kosche noted with looking at the current status of staying home and working from home and businesses responding. Looking at having a vaccine, it's the in between time and navigating it with the unknown. His comment is we are in this together as a City and District and taking a holistic look at what can we do or consider too keep the cohesive whole together and be open minded.

**11. EXECUTIVE SESSION** – The Commissioners will now recess into Executive Session at 9:25 AM and excused the general public; it is estimated that executive session will last up to 40 minutes. The purpose of the Executive Session, under RCW 42.30.110.i, is to discuss contract negotiations, discussion of which in public may disadvantage the District. At the conclusion of the Executive Session, the Commissioner will return to regular session with the possibility of making an action and the meeting will adjourn. The Commission Meeting will be adjourned at the conclusion of the Executive Session.

The Commission exited the executive session and entered back into the regular meeting. Commissioner Kosche moved to approve a Motion to provide Salon Michelle, a good tenant of the Lake Stevens Sewer District, up to 3 months of deferred lease payments. This Motion is in light of the current circumstances related to COVID-19 and the Governor's proclamation limiting non-essential

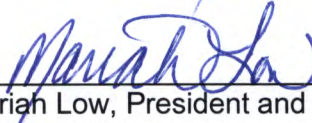
business and staff is authorized, working with legal, to come back to the Commission with a lease amendment. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.


**12. CONCLUDE** – The Board Meeting was concluded at 10:15 AM.

Signed at a regular open public meeting this 23<sup>rd</sup> day of April 2020



  
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Dan Lorentzen, Commissioner

  
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Mariah Low, President and Commissioner

  
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Kevin Kosche, Secretary and Commissioner