



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

**NOTICE OF SPECIAL  
COMMISSIONER MEETING ON  
April 21, 2020 at 9:00 AM**

**Location:** Lake Stevens Sewer District virtually via GoToMeeting

**Attendees:** All virtually via GoToMeeting.com Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Jonathan Dix, Tara Bighouse and Mickie Cooper.  
Legal: Brad Cattle

**1. CALL TO ORDER** – Commissioner Low called the meeting to order at 9:01 AM

**2. AGENDA ITEMS:**

- A. Financial Forecast Update – Tonya Christoffersen noted from a previous meeting the request was made to look into District accounts and financial reserves. After her virtual meeting with sewer and water Districts through WASWD it came to light that the District has risen to the top for due diligence. Discussion ensued about the current pandemic and potential end date of the stay home order for May.

Mickie Cooper began her presentation. She explained the two documents regarding the reserve policy with a difference of three or six months. She showed the forecast for both the three- and six-month reserve with the expenses scheduled to come. Mickie noted with the slow down she is not sure if the forecasted rate revenue ERU's will be reached in the future. Commissioner Kosche asked about the bond requirements and Mickie showed where we are in compliance. Mickie presented a few scenarios without the hiring of the additional field staff and with the building work. Discussion ensued regarding the potential expenses and costs coming and where that leaves the District finances. Tonya Christoffersen added not knowing where this pandemic will leave the District; with potential customer bankruptcies and foreclosures.

Commissioner Kosche is comfortable with three months reserve as best practice. He thanked Mickie for the level of detail and the readiness to have past years at hand. Commissioner Low asked which positions were eliminated, the electrical position, entry level in collections and the summer help to be conservative at this time. Johnathan added in collections and maintenance they are testing how long they can push some of the work out for, some will need to be hired for electrical, but he is not anticipating an entire full-time employee. Commissioner Kosche asked what the order of priority for hiring is. Tonya replied it would be in the collections side first. Johnathan added looking at getting an on-call electrician would benefit both the collections and treatment plant.

Tonya Christoffersen reported on the civic complex with the City. She spoke with Lyndsey from the library and they will not be giving any money at this time. The libraries cost will be at \$1 million and will look into building on their own if they can get grant money. The City can get the builder to front the cost or if putting the City, Library and District on it will they get funding.

Commissioner Kosche noted he believe they won't know anything until the RFQ is complete. He likes the idea of a developer funding it if possible. There are avenues for funding, but the cost needs to be defined. The District should participate and continue with the development of the parking lot and building it will increase the value of the property. It all depends on the numbers. Commissioner Low agreed to see the costs. Commissioner Lorentzen added he has no issue being included either and to educate this is a long process over five to ten years, etc. He noted he is ok with a three-month reserve he recalls the downfall back in 2008 and just wants to make sure the District is sounds. Checking with the City on what exactly is platted would help. Johnathan replied currently the items platted are mostly infill. Commissioner Lorentzen added he believes there will be some slow down and wants to make sure the District is looking to the future. Tonya will ask this to be put on the agenda for next week's utility committee meeting. Johnathan Dix added regarding the RFQ, usually there is an engineering firm that completes it and there are usually costs with it. The Commission agreed the District would be a renter and if something needs to be figured out later, we can address it then.

3. EXECUTIVE SESSION – none.


4. CONCLUDE – Commissioner Low concluded the meeting at 9:50 AM with no action taken.

Signed in a regular open public meeting this 14<sup>th</sup> day of May 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