



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

**MINUTES  
COMMISSIONER MEETING  
July 9, 2020 at 9:00 AM**

**Attendees:** By Remote Participation 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. Council Member Gary Petershagen.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Low called the meeting to order and read a prepared statement regarding our virtual meeting and public comment. The statement will be attached to the meeting minutes.
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 as reviewed and submitted by staff. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Dec 23 2019, April 28, May 12, 26, 28, June 9, 11, 23 & 25		
B. Lien Placements (29)	NA	
Lien Releases (15)	NA	
C. Investments	\$326,400.00	
Withdrawals	\$603,098.57	
Transfers	NA	
D. Payroll	\$200,446.38	
E. 40 – Maintenance	\$105,353.85	7677-7716
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	NA	
H. 58 – Capital Expenditures	\$547,518.00	7717-7722
I. 60 – PWTF Principle & Interest Payment	NA	

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes) Commissioner Low asked of there were any public form comments or questions submitted. Tara Bighouse replied there were none.

**6. OLD BUSINESS**

- A. Southlake Regional Lift Station Change Order No. 6 – Johnathan Dix explained this is to install one additional dry well vent fan instead of an HVAC system, which was problematic in the past. The size of the intake has changed to add the additional fan in the amount of \$17,274.81. He is asking the Commissioner to approve the change order and authorize the General or Assistant Manager to sign the change order. Commissioner Lorentzen moved to approve Southlake Regional Lift Station Change Order No. 6. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

- B. Southlake Regional Lift Station Change Order No. 8 – Johnathan Dix explained this change order is to add 43 days to the period, taking the date out to August 31<sup>st</sup>, due to long lead items and last-minute additions; a couple of park benches, a cover for the kids to use as a bus stop and the slide gate for entry into the lift station. These items are delayed on delivery. They also received word from PUD they cannot come for approximately 6 to 8 weeks to connect the water. Commissioner Lorentzen moved to approve Southlake Regional Lift Station Change Order No. 8 and authorize the General or Assistant Manager to sign the change order. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- C. Employee Handbook: Telework Policy & Vacation for Pat-Time Employees – Tonya Christoffersen explained the tele work policy is with a pandemic and without. With technology the ability is possible depending on the situation. She has worked with Jordan Stephens at Anderson Hunter on this policy and form that would need to be submitted. She noted the pat-time employee accruals were left out and have now been added. Commissioner Lorentzen moved to approve the Employee Handbook: Telework Policy & Vacation for Part-Time Employees. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- D. 91<sup>st</sup> Street Pipe Repair Change Order No. 3 – Johnathan Dix explained this covers the added cost for asphalt and due to WSDOT’s requirement to extend the overlay in the amount of \$3,712.90, it is recommended for approval. Commissioner Lorentzen moved to approve the 91<sup>st</sup> Street Pipe Repair Change Order No. 3 and authorize the General or Assistant Manager to sign the change order. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- E. 91<sup>st</sup> Street Pipe Repair Change Order No. 4 – Johnathan Dix explained this is an even up of actual quantity of materials used on the job. It comes down to additional costs from repairing pipe to replacing pipe in the amount of \$8,251.37, it is recommended for approval. Commissioner Lorentzen moved to approve the 91<sup>st</sup> Street Pipe Repair Change Order No. 4 and authorize the General or Assistant Manager to sign the change order. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- F. 91<sup>st</sup> Street Pipe Repair Pay Estimate No. 2 which includes Charge Orders No. 3 & 4 for \$55,580.57, Check 7723 – Johnathan Dix explained this should be the last pay estimate, it includes the previous items just approved and is recommended for approval. Commissioner Lorentzen moved to approve the 91<sup>st</sup> Street Pipe Repair Pay Estimate No. 2 which includes Charge Orders No. 3 & 4 for \$55,580.57, Check 7723 and authorize the General or Assistant Manager to sign the change order. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

**7. NEW BUSINESS**

**8. MANAGERS’ REPORTS**

- A. General Manager – Tonya Christoffersen reported the progression of the District Office is coming along, dry rot was discovered on the Admin side as well. The contractor is a little behind due to weather and the found dry rot. The new windows will be installed soon. She thanked Caitlin and Jeff for their work on the PUD Energy savings by replacing lights; it will be a good amount of savings. There will be a WASWD Section 3 meeting at 7pm next Tuesday.
- B. Assistant General Manager – Johnathan Dix reported the district has 210 permits and 222.7 GFC year to date. The finishing touches are being done on the Southlake Regional Lift Station. On Tuesday NW construction, part of the Nourse DEA, finished a force main rerouting flow to Oak Road rather than an easement the District cannot get to. Lift Station 8C, this should help the

odor complaints. Commissioner Lorentzen noted he smelled a burning ballast in a light fixture. Tonya added she smelled it last night as well. Johnathan has the crew coming up to replace 3 of the light fixture ballasts today.

C. Treatment Plant Update – Casey Mullins reported flows are at 2.5 MGD average for the season. They are rebuilding ultra violet lights. They are in the R&D phase for the boilers.

9. **CITY REPORT** – Tonya Christoffersen read the City report from Gene Brazel, South Lake Stevens Road overlay was complete yesterday. Only item remaining is to put down traffic markings and center stripe. 20<sup>th</sup> Street SE widening is a bit behind schedule due to utility conflicts. Decant facility bid opening is tomorrow morning at 10:00am at The Mill. The District is welcome to attend.

10. **COMMISSIONERS' REPORT** – Commissioner Lorentzen thanked everyone for their hard work. He thanked the City for the good job on South Lake Stevens Rd; good job. Commissioner Low commented on the recording at the last utility committee meeting. She would like to discuss the options on where to direct staff to look into it. Commissioner Lorentzen agreed if the District is going to invest in it then let's look at all the options; he is open to it. Commissioner Low noted participation seems up since going virtual. Commissioner Kosche would like to see it as an OpX not a CapX. Sometimes the file sizes can be large. Looking into storage and looking at WebX, disclaimer his company sells, it does transcribe the meeting to be searchable. He also noted retention needs to be checked into. Tonya added the last time Tara looked into it was it was an in-depth process and the state archives. She and Tara will put together a presentation together for the next meeting.

11. **EXECUTIVE SESSION** – none.

12. **CONCLUDE** – The Board Meeting was concluded at 9:28 AM.

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

## Sign in Sheet for 7/09/2020 Board Meeting

### Regular Board Meetings Attendees GoToMeeting Summary

<b>Meeting Date</b>	<b>Meeting Duration</b>	<b># of Attendees</b>	<b>Meeting ID</b>
July 9, 2020 8:41 AM PDT	49 minutes	14	646-704-685

#### Details

<b>Name</b>	<b>Email Address</b>	<b>Join Time</b>	<b>Leave Time</b>
Tara Bighouse	conference@lkssd.org	8:41 AM	9:30 AM
Kevin Kosche		8:44 AM	9:28 AM
Johnathan Dix	conference@lkssd.org	8:46 AM	9:28 AM
Casey K. Mullins		8:52 AM	9:30 AM
Mariah Low		8:54 AM	9:28 AM
Michelle Bauman	Michelle.Bauman@lkssd.org	8:54 AM	9:28 AM
Brad Cattle	+14255018034	8:56 AM	9:28 AM
Dan Lorentzen	dan@lssewerdistrict.org	8:56 AM	9:28 AM
Mickie Cooper	mickie.cooper@lkssd.org	8:56 AM	9:28 AM
Amy Arena	amy.arena@lkssd.org	8:57 AM	9:28 AM
Leigh Nelson		8:57 AM	9:28 AM
Tonya Christoffersen	+14253080897	8:58 AM	9:28 AM
Gary Petershagen		8:59 AM	9:28 AM
Barry Baker		9:00 AM	9:28 AM