



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

**MINUTES OF
COMMISSIONER MEETING
August 27, 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. City Administrator Gene Brazel. City 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.
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 Kosche moved to approve the Consent Items A through I as submitted by staff. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes:		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$545,090.17	
Withdrawals	\$74,240.05	
Transfers	\$2,620.27	
D. Payroll	NA	
E. 40 – Maintenance	\$127,061.22	7830-7864
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	NA	
H. 58 – Capital Expenditures	\$74,240.05	7865-7869
I. 60 – PWTF Principle & Interest Payment	NA	

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes) Commissioner Low asked if there were any public form comments or questions submitted. Tara Bighouse replied there were none.
6. **OLD BUSINESS**
 - A. Professional Engineering Services Contract Amendment No. 27 with Gray and Osborne, Inc. to include Construction Management for the VBC Parking Lot: \$26,620.00 – Johnathan Dix noted District staff has reviewed the amendment and recommends it for approval. He explained this also covers G&O costs for Bid assistance in this scope as well. Commissioner Lorentzen moved to approve the Professional Engineering Services Contract Amendment No. 27 with Gray and Osborne, Inc. to include Construction Management for the VBC Parking Lot: \$26,620.00 and authorize the General Manager or designee to sign. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

8. MANAGERS' REPORTS

A. General Manager – Tonya Christoffersen reported the office building is complete with a few punch list items as well as some painting to complete. Above the front door there will be a Lake Stevens Sewer District Sign. Labor negotiations will begin in mid-September and a longer term will be asked for. The District's insurance premium went down \$16,000 even after adding a new lift station and a few items.

B. Assistant General Manager – Johnathan Dix reported last Monday was the deadline date to submit statement of Qualifications for the Comp Plan, although three firms contacted the District G&O was the only firm that submitted a bid. He was trying to schedule a scoping meeting for the 15th for the project, the City has been kept in the loop and is invited to attend this meeting. Cityworks is now live and the crew has been using it all week. There are a few bugs to work through but it's working well. He gave kudos to Angeline on her hard work as well as the Timmons Group. There is some odor control needed at Lift Station 22, wastewater is staying in the lines longer than anticipated causing unanticipated odor; it is being worked on. Other than that, there are just a few punch list items to complete. The Mountain view, Hill Crest, Sedona and Weinberg developments are starting work. Commissioner Kosche asked if there has been concerns from residents and is there a plan. Johnathan replied there has been some residents reaching out mostly at night. Staff reaches out right away to let them know it is being worked on. Tonya added one customer has been in communication and is working well with Bryan. They are reaching out making sure there is awareness, not complaining.

C. Treatment Plant Update – Casey Mullins reported operations flows are averaging at 2.29 MGD, normal. Filterability is tracking well. The annual primary clarifier rotation on Tuesday, wash down, inspected and filled the unit with effluent for storage. General fair-weather cleanup is underway.

9. CITY REPORT – Gene Brazel crews are working at Frontier Heights installing irrigation, seeding will be next. The City budget revenue is right on as the City is property tax based, that said sales tax is up slightly and are working on the 2020-2021 budget. The study for the old treatment plant is complete but currently in Paul Riley's hands who is on vacation so it should be the first part of next week to get the report back. Commissioner Kosche asked what the process is after receiving the report; how long, what's the decision-making process, what are the next steps. Bret Gailey replied it will be looked at by staff and then get with city council to see if they are on board. He noted it could go in front of the city council at the workshop on September 15th, or possibly the retreat on the 25th. Commissioner Kosche asked if there would be a decision made at that time. Brett Gailey replied at the workshop there would be input on board with ideas of what can be done with it, procedurally something could be done on the 22nd. Gene replied from talking to the Riley Group hasn't found anything of surprise, which is good news. The last part was taking a look at the island the office was sitting on.

10. COMMISSIONERS' REPORT – Commissioner Lorentzen thanked staff. He is happy to see the lift station up and running and the VBC building is looking good. Commissioner Kosche agreed and is excited to take a walk around the inside of the building to see the improvements. He asked why the savings in insurance, was anything said. Tonya replied she will be talking to the broker today, but she believes it may be due to no claims.

11. EXECUTIVE SESSION – The Commissioners will now recess into Executive Session at 9:25 AM and excused the general public; it is estimated the executive session will last up to 30 minutes. The purpose of the Executive Session, under RCW 42.30.110.i, is contract negotiations and to review performance of a public employees. At the conclusion of the Executive Session, the Commission it will return to regular session, it is possible the Commission may take action on items discussed in the executive session.

The Executive Session was formally extended for 30 minutes.

12. CONCLUDE – Commissioner Lorentzen adjourned the Board Meeting with no decisions made, it was concluded at 10:22 AM.

Signed at a regular open public meeting this 22nd day of October 2020





Dan Lorentzen, Commissioner

Commissioner



Kevin Kosche, Secretary and Commissioner