



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

**MINUTES OF
COMMISSIONER MEETING
September 24, 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 and Tara Bighouse. 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 9:06 AM, Commissioner Low called the meeting to order and let the attendees know the Commission had an Executive Session meeting prior to the meeting for approximately 30 minutes. She then 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 as presented. 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 presented. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes:		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$521,462.25	
Withdrawals	\$52,283.63	
Transfers	\$14,853.31	
D. Payroll	NA	
E. 40 – Maintenance	\$109,071.75	7917-7950 & EFT139
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	NA	
H. 58 – Capital Expenditures	\$52,283.63	7951-7956
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. Decant Facility Change Order No. 1 – Johnathan Dix explained this change order is to change the material underneath the material bins, so it is paved. The amount of the change order is \$45,889 and it's recommended for approval by District staff. Commissioner Lorentzen asked if this change order within the approved contribution. Johnathan replied it is still within the \$1.5 million commitment. Commissioner Lorentzen moved to approve the Decant Facility Change Order No. 1 and authorize the General Manager or designee to sign. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

- B. Vernon Business Center Office Modernization Change Order No. 4 – Johnathan Dix explained this change order cleans up all the remaining items left, such as quantities etc. Barry Baker noted the contractor requested a reconciling change order not a dollar amount change order. Commissioner Lorentzen moved to approve the Vernon Business Center Office Modernization Change Order No. 4. Commissioner Kosche seconded the Motion. The Motion passed unanimously. Commissioner Lorentzen moved to approve the payment of the VBC
- C. Physical Completion and Final Acceptance of the Vernon Business Center Modernization – Johnathan Dix noted the District has received the final completion letter from G&O and District staff recommends it for approval. Commissioner Lorentzen moved to approve the Final Acceptance of the Vernon Business Center Modernization and authorize the General Manager or designee to sign. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

- A. Agreement Regarding Costs of Annexation for Batcheldor – Leigh Nelson explained this step in the annexation is the beginning, its two properties north of 20th Street and once annexed they will have access to gravity connection. Johnathan Dix noted District staff recommends approval. Commissioner Lorentzen moved to approve the Agreement Regarding Costs of Annexation for Batcheldor. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- B. Correction of Check Numbers – Tonya Christoffersen explained this is a housekeeping item. Check number 7573 was lost in the mail, the customer John Miller signed an affidavit for lost check. It was replaced with check number 7915. However, check number 7915 needed to be voided due to a printing error, it was replaced with check number 7916. Commissioner Lorentzen moved to approve the note of the lost check and replacement. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. General Manager – Tonya Christoffersen reported staff is staying healthy and doing well. CPR training is finishing up today. She spoke to Jim Heitzman who was happy to report he is enjoying it at the treatment plant and looks forward to his family moving up here from California. The State auditor is here, and it was decided not to do an Audit Entrance meeting but will be meeting with Commissioner Low and everything is going well so far.
- B. Assistant General Manager – Johnathan Dix reported the District found two potholes on S Lake Stevens Road as part of the Lift Station, Strider Construction is looking into getting them fixed. Cityworks is still going well, Angeline is working with the City to see if there is a way we can share information to help them access the information. He received a quote from Pace Engineers on the Odor controls as there was not enough odor control for the citizens in the area. He will be getting three options and come to the District when those are complete. Tonya Christoffersen noted Gregco is approximately two weeks ahead of schedule. Its looks really good and going well.
- C. Treatment Plant Update – not present.

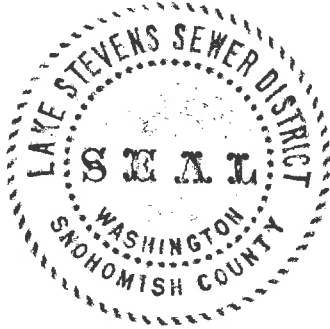
- 9. CITY REPORT** – Gene Brazel noted the decant facility is coming along, they are moving dirt and doing grating. North Cove phase two is under construction with hauling out dirt; phase two will bring a playground and parking lot. The City Council retreat will be at 2pm tomorrow, feel free to attend. Sarah who ran the farmers market would like to do another one around Halloween.

10. COMMISSIONERS' REPORT – Commissioner Lorentzen thanked the staff and enjoys seeing how well the District is ran. Commissioner Low reported she attended the WASWD Virtual Meeting, there were lots of good speakers and got lots of good information.

11. EXECUTIVE SESSION – none.

12. CONCLUDE – Commissioner Low adjourned the Board Meeting at 9:29 AM.

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





Dan Lorentzen, Commissioner

Commissioner



Kevin Kosche, Secretary and Commissioner