



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

**MINUTES OF  
COMMISSIONER SPECIAL MEETING  
November 13, 2020 at 9:00 AM**

**Attendees:** By Remote Participation via GoToMeeting Commissioners Dan Lorentzen, Jennifer Stevenson and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse and Jim Heitzman. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Brad Cattle. City Administrator Gene Brazel.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Lorentzen called the meeting to order and read a prepared statement regarding our virtual meeting and public comment.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Lorentzen led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Kosche moved to approve the agenda as submitted. Commissioner Stevenson 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. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Oct 22, Nov 3 & 5		
B. Lien Placements (24)	NA	
Lien Releases (28)	NA	
C. Investments	\$434,257.31	
Withdrawals	\$1,707,811.92	
Transfers	NA	
D. Payroll	\$200,874.54	
E. 40 – Maintenance	\$86,987.72	8061-8107
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	NA	
H. 58 – Capital Expenditures	\$11,044.24	8108-8110
I. 60 – PWTF Principle & Interest Payment	NA	

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

**6. OLD BUSINESS**

- A. Parking Lot Expansion Change Order No. 1 – Johnathan Dix explained this change order no. 1 for the parking lot expansion is to replace the sidewalk panel near the Vernon Business Center it was falling towards the foundation of the building causing water to penetrate the building. The cost was \$4,500 and District staff recommends it for approval. Commissioner Kosche moved to approve the Parking Lot Expansion Change Order No. 1 and authorizing the General or Assistant Manager to sign this Change Order. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.

- B. Parking Lot Expansion Pay Estimated No. 2, which includes Change Order No. 1 for \$4,500, Check # 8111 – Johnathan explained this Pay Estimate includes the Change order, so the Change order needed to be approved first and couldn't be a consent item. District staff recommends it for approval. This pay estimate is in the amount of \$157,542.86 and District staff recommends it for approval. Barry Baker noted bid item number 8 is unsuitable excavation and its estimated at 10% and went over by over 3000% due to a layer of soft material. The contractor had to remove a significant amount of material. Commissioner Kosche moved to approve Parking Lot Expansion Pay Estimated No. 2, which includes Change Order No. 1 for \$4,500, Check # 8111. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.

## **7. NEW BUSINESS**

- A. Discussion of General Manager Position and Possible Action – Commissioner Lorentzen noted there was a workshop yesterday with the Commissioner regarding this. Tonya Christoffersen added she had Mariah Low interview with a panel of General Managers that manage comparable wastewater district, including Jeff from Mukilteo as he was a former Commissioner and the depth of knowledge he has in both rolls. Lynn Daniels from Olympic and Bernita is down in Douglas County, all three are also involved in WASWD also. On November 6<sup>th</sup> Mariah was interviewed by this panel and Jeff wrote a letter with their thoughts on appointing her. Commissioner Kosche walked through the process from Tonya's retirement announcement to move forward to finding a replacement. Through this Mariah's name came up as a possibility, not by Mariah, the District brought it forward to the Utility Committee and the District received a letter from the City giving their thoughts; which the District provided a written response. Mariah stepped down as Commissioner and then interviewed by the panel. He went back through her resume and all the information provided he is confident in his position of appointing Mariah Low as General Manager for a six-month interim position to evaluate at that time. Commissioner Lorentzen gave his thoughts and was the one to give the thought of Commissioner Low stepping up as he is a firm believer of looking within, which is common. He believes this is a good option for the District. Commissioner Stevenson noted she is new but has been brought up to speed and has reviewed the recommendation by the panel. She is comfortable with the panel's recommendations on appointing Mariah. Commissioner Kosche moved to approve authorizing the hiring of Mariah Low as Interim General Manager upon the retirement of the current general manager and enter into an employment agreement that would be negotiated between the commission president, legal and Mariah Low and authorize the Commissioner President to sign the employment agreement upon negotiation and finalization. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.
- B. Resolution No. 986: Negative Sick Leave due to COVID – Tonya Christoffersen explained this is housekeeping update. At the beginning of the year the District passed a resolution for COVID related illness carrying over 40 to 80 hours of negative sick leave. Commissioner Kosche moved to approve Resolution No. 986: Negative Sick Leave due to COVID. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.
- C. Interlocal Agreement with the City of Cle Elum – Johnathan Dix noted this interlocal has been in process over the last 5 years and has finally come through with the City of Cle Elum to purchase a 50 kilowatt generator at the price of \$12,248.75 and the City of Cle Elum has already signed the interlocal and purchase and sale agreements. He is also asking for a Motion to authorize the General or Assistant Manager to sign both agreements. Commissioner Kosche moved to approve the Interlocal Agreement with the City of Cle Elum and authorize the General or

Assistant Manager to sign the necessary documents to approve the sale. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.

- D. Notice of Check Number Out of Sequence – Tonya Christoffersen noted this is housekeeping. It is voiding a check for the wellness newsletter which was for over payment and will be replaced with a new check in a lesser amount. Commissioner Kosche moved to approve the acknowledgment of a check out of sequence due to transitioning to electronic form of payment. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.
- E. Date Change of the Next Board Meeting from Nov 26<sup>th</sup> to Nov 24<sup>th</sup> at 9AM – Commissioner Lorentzen noted this is a holiday and will include a budget discussion and asked the Commissioner for their thoughts on that day. Discussion ensued regarding the budget presentation. Commissioner Kosche moved to approve changing the date of the next board meeting to November 24<sup>th</sup> at 9am with extra time for finances. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.
- F. Schedule the Date for the 2<sup>nd</sup> Meeting in December – Commissioner Lorentzen noted December 22<sup>nd</sup> as a possible date. Commissioner Kosche moved to approve moving the December 24<sup>th</sup> meeting to December 22<sup>nd</sup> at 9am. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.

## **8. MANAGERS' REPORTS**

- A. General Manager – Tonya Christoffersen noted she will work closely with Mariah as the interim General Manager and be here as needed. She was pleased to read the report from the panel and believes she will be a good fit. The VOA has money to give for assistance as they have received stimulus money, they are looking to help people. Donations are continuing to come in to Caring by Sharing as well. The number of Liens has been reduced due to the reaching out and help from donations. She participated in the continuing Civic Center meetings. She encouraged everyone to participate in the survey when it comes up. Commissioner Kosche appreciates her participation in the transition and being available. And the work she has done for the District. Commissioner Lorentzen agreed.
- B. Assistant General Manager – Johnathan Dix reported there are 241.1 general facility charges and 354 permits year to date. Angeline Kyle has been working closely with the City of Lake Stevens to put the finishing touches on the Side Sewer in-fill process. District staff has been working with the City to prevent any more issues. District staff has been working with the City for a different access point for Lift Station 11. Decant facility is progressing, the weather has slowed it down a little with a late December early January completion date. He has been working with G&O on the flow monitors as part of the Comp Plan. Lift Station 1C, 2C and gravity main improvements, G&O is working on them now. From preliminary results it looks like the gravity lines will need to be replaced as they are in poor shape. He is expecting 30% plans on the gravity system in the next month. Lift Station 4C and 6C predesign report is underway and being kicked off by Rodney Langer.
- C. Treatment Plant Update – Jim Heitzman reported 2.3 MGD flows on average but 2.8 MGD today. The plant has been trouble shooting the boilers which are performing better but not perfect. A service has been scheduled for next week. The Plant staff had their CPR and Flagger training. A Bio-membrane conference is coming up, it will be free and virtual this year. Extra micro checks have been done as well as some extra sampling to prepare for the winter.

- 9. **CITY REPORT** – Gene Brazel reported the decant building is ordered. The phase 2 of north cove is coming along, the new restrooms will be framing next week, the rock wall is also going in. The Mill


webpage on the City's website is now online for booking. The public works shop is out to bid and is hoping to have it under construction the first of the year. The 20<sup>th</sup> street paving is scheduled for the 23<sup>rd</sup> and 24<sup>th</sup> as part of the BAT lane project. There has been a lot of discussion on the high-water levels at the lake as well as the outfall, which has been getting smaller over the years. The City is working with a consultant to see what can be done about this. They did follow the monitoring plan of how much water is supposed to be maintained in the lake. They have been able to meet those requirements. There is information on the website about the Civic Center, it's going to be maintained as they encourage feedback.


- 10. **COMMISSIONERS' REPORT** – Commissioner Kosche appreciates everyone's hard work. Commissioner Stevenson is excited to get back to serving her community and thanked everyone for the opportunity to be a part of the District. Commissioner Lorentzen thanked her for taking on the challenge and thanked staff for all their hard work.
- 11. **EXECUTIVE SESSION** – none.
- 12. **CONCLUDE** – Commissioner Kosche moved to adjourn the Board Meeting. Commissioner Stevenson seconded the Motion. The Motion passed unanimously at 9:58 AM.

Signed at a regular open public meeting this 10<sup>th</sup> day of December 2020



  
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Dan Lorentzen, President and Commissioner

  
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Jennifer Stevenson, Commissioner

  
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Kevin Kosche, Secretary and Commissioner

# Special Board Meeting Attendees GoToMeeting Summary

<b>Meeting Date</b>	<b>Meeting Duration</b>	<b>Number of Attendees</b>	<b>Meeting ID</b>
November 13, 2020 8:53 AM	64 minutes	19	646-704-685

## Details

<b>Name</b>	<b>Email Address</b>	<b>Join Time</b>	<b>Leave Time</b>	<b>Minutes in Session</b>
+13609135043		8:54 AM	9:58 AM	64
+14255018034		9:01 AM	9:58 AM	56
+14255306832		9:00 AM	9:57 AM	57
Barry Baker		8:57 AM	9:58 AM	60
Dan Lorentzen		8:55 AM	9:58 AM	62
Gene Brazel	gbrazel@lakestevenswa.gov	8:53 AM	9:58 AM	64
Heitzman, James		8:53 AM	9:57 AM	63
Jennifer Stevenson		8:56 AM	8:58 AM	1
Jennifer Stevenson		8:58 AM	9:58 AM	59
Johnathan Dix	conference@lkssd.org	8:54 AM	9:58 AM	64
Kevin Kosche		8:56 AM	9:58 AM	61
Knight, Paul		8:58 AM	9:57 AM	59
Leigh Nelson		8:59 AM	9:58 AM	58
Low, Mariah		8:55 AM	9:58 AM	62
Mary Dickinson	mdickinson@lakestevenswa.gov	9:00 AM	9:58 AM	57
Melonie Grieser	conference@lkssd.org	8:55 AM	9:57 AM	61
Michelle Bauman	michelle.bauman@lkssd.org	8:55 AM	9:58 AM	62
Steen, Bryan		8:55 AM	9:58 AM	62
Tara Bighouse	conference@lkssd.org	8:53 AM	9:58 AM	64
Tonya	conference@lkssd.org	8:56 AM	9:58 AM	62