



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

**MINUTES OF
COMMISSIONER MEETING
December 10, 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 9:01 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. 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.

	AMOUNT	CHECK #'s
A. Minutes: Nov 13 & 24		
B. Lien Placements (22)	NA	
Lien Releases (43)	NA	
C. Investments	\$710,000.00	
Withdrawals	\$1,710,140.24	
Transfers	NA	
D. Payroll	\$222,782.76	
E. 40 – Maintenance	\$140,122.48	8154-8204
F. 48 – SRF Principle & Interest Payment	\$1,646,365.84	8205
G. 58 – Capital Expenditures	NA	
H. 58 – Capital Expenditures	\$734.02	8206
I. 60 – PWTF Principle & Interest Payment	NA	

5. **PUBLIC FORUM – Non-action Items** (comments limited 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. Public Hearing: Batchedor Annexation Request – Johnathan Dix noted this is a public hearing to hear comments for the SEPA determination of non-significance that was issued for the Batchedor Annexation. Notices were posted as required; the District has not received any written comments. Legal counsel explained the process for the public hearing. Commissioner Lorentzen opened the public hearing for the Batchedor Annexation request for comments. Seeing no comments from the public, no comments from the City per Gene Brazel or the District. Commissioner Lorentzen closed the public hearing.

- B. 2021 Tenelco Contract Presentation – Mariah Low explained this Tenelco contract is a three-year contract for filtrate disposal, it would become effective January 2021. It allows for about 100,000 gallons per day and limits it to 100 gallons per minute, it changed some of the required tests and doubled the price per gallons for over 100,000 gallons per day. This contract has been reviewed by legal and is recommended by staff. Commissioner Kosche moved to approve the 2021 Tenelco Contract as presented and authorize staff to sign the contact. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.
- C. G&O Contract Amendment No 29 for CIP E2-B: 20th Street NE and Business Loop Road Sewer Utility Improvements Design and Construction Management Assistance – Johnathan Dix explained this amendment is for the design and construction management of the 20th Street NE business loop gravity sewer construction. It will consist of replacing roughly 1600 feet of 10-inch pipe with 15-inch sewer pipe and necessary due to the existing condition of the current pipeline being unserviceable. The estimated cost is \$111,780 and District staff recommends it for approval. Commissioner Kosche moved to approve G&O Contract Amendment No 29 for CIP E2-B: 20th Street NE and Business Loop Road Sewer Utility Improvements Design and Construction Management Assistance. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.
- D. Grace Lane Paving Project Change Order No 1 in the Amount of \$10,500 for Additional Paving – Johnathan Dix noted this change order covers cost of adding a walking path at the City's request. The cost is \$10,500 and has been reviewed by engineering and District staff. It is recommended for approval. Commissioner Kosche moved to approve Grace Lane Paving Project Change Order No 1. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.
- E. Grace Lane Paving Project Change Order No 2 – Johnathan explained this is a reconciliatory change order the additional cost is due to striping, the walking path and exceeded its maximum quantities due to an area near a manhole that needed some remediation. District staff and legal reviewed this change order, it is recommended for approval. Commissioner Kosche moved to approve Grace Lane Paving Project Change Order No 2. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.
- F. Grace Lane Paving Project Progress Payment No 1, which includes Change Order No 1 & 2; Check # 8207 – Johnathan Dix explained because both Change orders 1 and 2 are in this progress estimated both change orders had to be approved first. It also reconciles a check number that is out of sequence. District staff recommends it for approval. Commissioner Kosche moved to approve Grace Lane Paving Project Progress Payment No 1, which includes Change Order No 1 & 2; Check # 8207. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

- A. Consideration for the Purchase of the Trailer Caddy from DJ Products not to Exceed \$50,000 – Johnathan Dix explained District staff is recommending the purchase of a product called a trailer caddy which will allow us to easily move the biosolids trailer while it's being loaded. Looking for an item that did not require a CDL or a lot of maintenance this item was the best option of the three responses. It's also the lowest cost option and best meets the needs of the District. The cost is \$38,678 but District staff is asking for a budget not to exceed \$50,00 to include transportation, shipping and tax. Commissioner Kosche noted he appreciated the constant look at the OpEx side, to help staff be more efficient is important. Commissioner Kosche moved to

approve the Purchase of the Trailer Caddy from DJ Products not to Exceed \$50,000. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.

- B. Resolution No. 989: Updated and Restated FOG Grant Program – Mariah Low explained this resolution is an extension of the FOG grant program. This would extend the program to the end of 2021 to help install costs for sewer grease interceptors. To date the District has only had three businesses take advantage of the program and the limit is \$10,000 per grant with a current average cost of \$4,000 per business. Commissioner Lorentzen asked if it has been restaurants taking advantage that are on the lines with issues. Mariah noted all three businesses are on 91st Ave which is a line the District has problems with and has been beneficial with that problem line. Commissioner Kosche moved to approve Resolution No. 989: Updated and Restated FOG Grant Program. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. General Manager – Mariah Low reported things are going well with a seamless transition. She is continuing to learn from the employees and working on processes. Air scrubbers have been purchased and will be installed Monday to help with the current situation as well as season for the Vernon Business Center. With this the thermostat has been updated. Customer Service has done a good job with the VOA via grants from the Cares money to help pay off some customer bills in the amount of \$13,536.54.
- B. Assistant General Manager – Johnathan Dix reported there are 319 connection fees and 394 permits year to date. Last week there was a Comp plan coordination meeting with Gene, Russ and Dave from the City attended. It was a productive meeting with they were able to confirm some of the assumptions going into the comp plan regarding densities, land use and zoning. The Decant facility has begun above ground construction and is making significant progress.
- C. Treatment Plant Update – Jim Heitzman reported the membrane bio reactors semiannual recovery is going very well this year and EMPs are very low; which is what you want. Things are working very well. The filterability through the wet season has been really good compared to previous years, this along with the good job the collections system team is doing has been working well.

9. CITY REPORT – Gene Brazel reported the public workshop bid award happened this week. North Cove phase 2 continues to move along nicely. Community project at station 81, sandbag project going on Saturday at 8:00 AM. The lake outfall has always had a problem and they came up with the idea of sandbagging about 300 feet along Hartford to keep the water contained until a permit can be obtained. He thanked Mariah and Johnathan for sitting on the Annexation panel last night.


10. COMMISSIONERS' REPORT – Commissioner Kosche appreciated everyone hard work and Commissioner Stevenson agreed with a shout out to Mickie for her help getting her setup. Commissioner Lorentzen agreed as well.

11. EXECUTIVE SESSION – Brad Cattle stated the Commission will now recess into Executive Session at 9:36 AM and excused the general public; it is estimated the executive session will last up to 15 minutes. The purpose of the Executive Session, under RCW 42.30.110.i, is to discuss with legal two contract negotiations matter. At the conclusion of the Executive Session, there will not be action taken by the Board of Commissioners and there will not be any announcements made. The Commission Meeting will be adjourned at the conclusion of the Executive Session. He noted Tara will make sure all persons who are authorized to be in Executive Session be the only people in session


12. CONCLUDE – Commissioner Lorentzen moved to adjourn the Board Meeting. Commissioner Stevenson seconded the Motion. The Motion passed unanimously at 9:46 AM.

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





Dan Lorentzen, President and Commissioner



Jennifer Stevenson, Commissioner



Kevin Kosche, Secretary and Commissioner

Regular Board Meetings Attendees

GoToMeeting Summary

Meeting Date	Meeting Duration	Number of Attendees	Meeting ID
December 10, 2020 8:51 AM PST	57 minutes	24	646-704-685

Details

Name	Email Address	Join Time	Leave Time	Minutes in Session
+13609135043		9:00 AM	9:32 AM	32
+14252937251		8:56 AM	9:33 AM	37
+14255018034		8:56 AM	9:48 AM	51
+14255306832		9:14 AM	9:32 AM	18
Brett Gailey	bgailey@lakestevenswa.gov	9:02 AM	9:32 AM	29
Caitlin Dwyer	caitlin.dwyer@lkssd.org	9:00 AM	9:32 AM	31
Chris Grissom		8:59 AM	9:33 AM	33
Dan Lorentzen		8:59 AM	9:48 AM	48
Echols, Eric		9:08 AM	9:32 AM	24
Gary Petershagen		9:01 AM	9:31 AM	29
Gene Brazel	gbrazel@lakestevenswa.gov	8:58 AM	9:33 AM	34
Heitzman, James		9:00 AM	9:32 AM	32
Johnathan Dix	conference@lkssd.org	8:57 AM	9:48 AM	50
Kevin Kosche		8:59 AM	9:44 AM	45
Knight, Paul		8:57 AM	9:32 AM	35
Leigh Nelson		8:57 AM	9:32 AM	34
Mariah Low	conference@lkssd.org	8:54 AM	9:48 AM	53
Mary Dickinson	mdickinson@lakestevenswa.gov	9:06 AM	9:33 AM	26
Melonie Grieser	conference@lkssd.org	8:56 AM	9:32 AM	35
Michelle Bauman	michelle.bauman@lkssd.org	8:54 AM	9:32 AM	38
Mickie Cooper	mickie.cooper@lkssd.org	8:51 AM	9:32 AM	40
Steen, Bryan		8:57 AM	9:32 AM	35
Stevenson, Jennifer		8:52 AM	9:48 AM	55
Tara Bighouse	conference@lkssd.org	8:51 AM	9:48 AM	57