



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

**DRAFT AGENDA  
COMMISSIONER MEETING  
JANUARY 13, 2022 at 9:00 AM**

**IN PERSON /VIRTUAL MEETING:**

**Please join our meeting at 1106 Vernon Rd, James B Mitchell Conference Room** or join virtually via **Go To Meeting:** (You will be asked to identify yourself for our sign in sheet)

**<https://global.gotomeeting.com/join/646704685>**

**You can dial in using your phone:**

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(312\) 757-3129](tel:+13127573129)

**Access Code:** 646-704-685

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA APPROVAL**
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail):

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Oct 28, Dec 22 & 23		
B. Lien Placements (38)	NA	
Lien Releases (29)	NA	
Lien Foreclosure Lawsuit (3)	NA	
C. Investments	\$1,470,600.00	
Withdrawals	\$231,970.86	
Transfers	NA	
D. Payroll	\$237,201.51	
E. 40 – Maintenance	\$474,555.26	9377-9439
F. 48 – SRF Principle & Interest Payment	\$135,201.29	9440
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$96,769.57	9441-9442
I. 60 – PWTF Principle & Interest Payment	NA	

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes)
6. **OLD BUSINESS**
  - A.
7. **NEW BUSINESS**
  - A. Lake Stevens School District Pretreatment Code Variance Application
  - B. Resolution No. 1018 – Repealing Resolution No. 934 and Replacing DEA Deposit Fees
  - C. Resolution No. 1019 – Transfer Capital Funds
  - D. Resolution No. 1020 – Reconfirming the Schedule and Location of Commissioner Meetings
  - E. Discussion on vacant commissioner position
8. **MANAGERS’ REPORTS**
  - A. General Manager
  - B. Assistant General Manager
9. **CITY REPORT**
10. **COMMISSIONERS’ REPORT**

## 11. EXECUTIVE SESSION

## 12. CONCLUDE

**NOTICE:** All proceedings of this meeting are audio recorded, except Executive Sessions

**\*\*PLEASE NOTE:** The LAKE STEVENS SEWER DISTRICT will accept in-person, verbal citizen comments during the regular meetings and alternatively, those wishing to provide public comment who are not in attendance will have the opportunity to deliver public comment via the following: (\*You must include your name and address)

1. Email: melonie.grieser@lkssd.org or mariah.low@lkssd.org
2. Phone: 425-334-8588

All comments received before the meeting start time will be addressed during the public comment at the regular meeting.

If you would like to listen to the Lake Stevens Sewer District Board Meeting via Go To Meeting, please check out the posted Agenda or the Districts Calendar for call in info for each meeting.



**LAKE STEVENS  
SEWER DISTRICT**  
Serving You Since 1957

1106 Vernon Road, Suite A  
Lake Stevens, WA 98258  
(425) 334-8588 Fax (425) 335-5947  
Website: [www.lkstevenssewer.org](http://www.lkstevenssewer.org)

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**MINUTES  
OF SPECIAL MEETING  
BOARD OF COMMISSIONERS**

**October 28, 2021**

**Utility Committee**

**By Remote Participation via GoToMeeting.com and in person at  
1106 Vernon Rd, Lake Stevens, WA 98258**

**Attendees:** Commissioners Dan Lorentzen, Jennifer Stevenson and Kevin Kosche all virtual; Staff: Mariah Low and Melonie Grieser, in person.

**Guests from the City of Lake Stevens:** Councilmembers Gary Petershagen Mayor Brett Gailey; and City Staff: Gene Brazel all virtually. Councilmember Marcus Tageant joined virtually at 4:10pm.

1. **Called to Order** at 4:01 pm by Commissioner Lorentzen. He moved into the meeting agenda item "Utility Committee Meeting".
2. **Utility Committee Meeting** – The Committee discussed mutual projects, planning for the Lake Stevens UGA, the Nutrient Permit, and Comp Plan.
3. **Conclude** – There being no further business, the meeting was concluded at 4:50 pm.

Signed at a regular open public meeting this 13th day of January 2022

\_\_\_\_\_  
Dan Lorentzen, President and Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Kevin Kosche, Secretary and Commissioner



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

**MINUTES OF  
COMMISSIONER MEETING  
December 22, 2021 at 9:00 AM**

**Attendees:** In person Commissioner Dan Lorentzen and Kevin Kosche District Staff: Mariah Low, Johnathon Dix, and Melonie Grieser; By Remote Participation via GoToMeeting District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Brad Cattle, Kinnon Williams, and Andrea Bradford City: Gene Brazel, City Administrator and Gary Petershagen, City Councilman. Commissioner Jennifer Stevenson was excused.

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. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Kosche moved to approve Consent Items A through I. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Dec 9 & 14 (2)		
B. Lien Placements (0)	NA	
Lien Releases (0)		
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$458,618.32	
Withdrawals	\$33,329.33	
Transfers	\$4,765.27	
D. Payroll	NA	
E. 40 – Maintenance	\$123,107.89	9334-9373, EFT 154
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$33,229.33	9374-9376
I. 60 – PWTF Principle & Interest Payment	NA	

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes) Commissioner Lorentzen asked if there were any public comments or questions submitted. Mariah Low stated that no public comments were received.
6. **OLD BUSINESS** – None
7. **NEW BUSINESS** -

- A. Hisey Preliminary Review Reimbursement Agreement – Johnathan Dix stated that this agreement is between the developer and the Lake Stevens Sewer District. The District can not enter into a DEA in an area of an unfinished Annexation. Therefore, this agreement will allow the District to receive payment for any reviews completed in the meantime. Legal has reviewed and staff recommends approval. The Board will need to approve the General Manager to sign the agreement. Commissioner Kosche made a motion to approve the agreement and for the General Manager to sign the Agreement. Commissioner Lorentzen seconded the Motion. The Motion passed.
  
- B. Developer Standards Variance Request-Kravchuk – Johnathan Dix stated that this variance is for property on 118<sup>th</sup> and 120<sup>th</sup> St NE and the development of the parcel. Normally, a DEA would be needed but all surrounding plots have existing sewer service so they can connect to an existing 6” stub. Staff asked the developer to CCTV the existing stub and when they did some damage was discovered. This variance would require those damages be fixed by the developer prior to connection. Staff is seeking approval for Johnathan Dix to sign the variance. Commissioner Kosche made a motion to approve the variance with the Assistant General Manager to sign the request. Commissioner Lorenzen seconded. The Motion passed.
  
- C. Developer Standards Variance Request-St. John – Johnathan Dix stated that this property is located on Stitch Rd where the sewer main is very old and has asbestos concrete pipes. Asbestos concrete pipes should not have any work performed on them. The property owner would like to serve two duplexes through a side sewer that would be parallel to our sewer main and then connect to manhole downstream which typically wouldn’t be allowed especially in a Right of Way (ROW). This would avoid any disruption of the asbestos concrete. One condition for the approval is ROW permits from City are required. Staff is also asking that the Assistant General Manager be allowed to execute the Variance. Commissioner Kosche made a motion to approve the request and allow the Assistant General Manager to sign the Variance and that all Lake Stevens City permits are acquired. Commissioner Lorentzen seconded the Motion. The Motion passed.
  
- D. Contract Award for Financial Review Services to CLA (Clifton Larson Allen, LLP) – Mariah Low stated that currently the financials are sent out to a CPA to review and the CPA is retiring. We received 4 responsible responders to that RFP. Staff would like to award the contract to CLA which would include preparation of annual financials and reviewing monthly financials. Staff is asking for board approval to contract with CLA. Commissioner Kosche made a motion to allow the General Manager to award the contract to CLA. Commissioner Lorentzen seconded the Motion. The Motion passed.

## **8. MANAGERS’ REPORTS**

- A. General Manager – Mariah Low stated that the Treatment Plant flows are at 3.5 MGD, the Notice of Intent for the Puget Sound Nutrient General Permit was submitted and approved. The District is waiting on outsourced lab results to submit for the new NPDES permit. The District received a new permit writer last week per the Department of Ecology. A new Duplicate billing Resolution was passed for a \$35 set up fee and all has been updated. The fee can be waived on a case-by-case situation.

B. Assistant General Manager – Johnathan Dix stated that to date the District has 605 GFC and 487 permits. The District has accepted Lake Dr DEA, 48 lots, and Mountain View II DEA, 91 lots. Lift Station 18 pipe repair project is complete and waiting on restoration work. The Pretreatment team has done a great job complying with the FOG program which can be directly attributed to the team outreach and diligence. Commissioner Lorentzen asked if the Lift Station 22 odor control improvements have been effective. Johnathan stated that it is much better but warm weather will be the true test. There are some new noise issues with the newly installed equipment.

**9. CITY REPORT** – Gene Brazel stated that the weather is being watched for snow this upcoming weekend and plows are being readied.

**10. COMMISSIONERS’ REPORT** – Commissioner Kosche wished everyone a Happy Holiday. Commissioner Lorentzen stated his appreciation for the staff’s hard work and said it was greatly appreciated.

**11. EXECUTIVE SESSION** – Brad Cattle stated the Commission will recess into Executive Session at 9:25 AM and excused the general public; it is estimated the executive session will last until 9:45 AM. The purpose of the Executive Session, under RCW 42.30.110.1(i), is to discuss potential litigation. 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 without an announcement. At 9:45 AM Commissioner Lorentzen extended the executive session until 9:55 AM.

**12. CONCLUDE** – Commissioner Kosche moved to adjourn the Board Meeting. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously at 9:55 AM.

Signed at a regular open public meeting this 13th day of January 2022

\_\_\_\_\_  
Dan Lorentzen, President and Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Kevin Kosche, Secretary and Commissioner



**LAKE STEVENS  
SEWER DISTRICT**  
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**MINUTES OF SPECIAL  
COMMISSIONERS MEETING ON  
December 23, 2021**

**ALL STAFF HOLIDAY CELEBRATION**  
**Location: Meatheads Smokehouse & Beer Works**  
**8928 Vernon Rd, Lake Stevens, WA 98258**

**Attendees:** Commissioners Dan Lorentzen and Kevin Kosche. Staff: Mariah Low and Johnathan Dix

1. **Called to Order** at 12:00 pm by Commissioner Lorentzen
2. **All Staff Holiday Celebration** – Commissioners were in attendance for the District staff party, no business was discussed. Commissioner excused staff for the remainder of the day.
3. **Concluded** at 12:15 pm with no action taken.

Signed in a regular open public meeting this 13th day of January 2022

\_\_\_\_\_  
Dan Lorentzen, President and Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Kevin Kosche, Secretary and Commissioner



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**PRETREATMENT CODE VARIANCE APPLICATION**

**Customer Information**

Name of Business: Lake Stevens School District

Business Address: 12309 22nd St NE  
Lake Stevens, WA 98258

Account Number(s): Skyline 3699.01 LSMS 3694.01  
Glenwood 3698.01

Name of Applicant: Pick Tanner  
Applicant's Title: Maintenance Technician  
Phone: (425) 754-5892

Email: Pick.Tanner@lkstevens.wednet.edu

**Variance Justification**

Description of preferred outcome if variance granted:  
our preferred outcome would be to not  
have to install a grease trap.  
Please consider waiving the annual Fob  
fee and inspection.

Describe the unique circumstance(s) that would justify a variance from the Pretreatment Regulations:  
There are no stoves or ovens / no cooking  
at Skyline / Glenwood.  
LSMS kitchen is not used for cooking.  
It is a "serve only" kitchen.

Section(s) of the Pretreatment Regulations applicable to your request:  
Please waive mandatory grease trap  
in kitchen.

*I certify that the above information is true to the best of my knowledge and based on the information and records available on this date. If any of the conditions used to justify a variance change, I shall notify the Lake Stevens Sewer District's Pretreatment Coordinator to inform them of the change. If no notice is given to the District, I understand that my business may be subject to administrative penalties described in the Pretreatment Regulations.*

Pick Tanner  
Signature

12-17-21  
Date



**For District Use**

**Pretreatment Staff Recommendation**  
Staff recommends a one year hold on the requirement to install a GRD at this location. No FOG being produced at this time.

*Johnathan Dix* 1 / 12 / 2022  
Staff Signature Date

**General Manager Recommendation**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
GM Signature Date

**Conditions of Approval**

Annual pre-treatment inspection required. If circumstances change and this location begins serving "hot lunches" again, the School District must notify the the Sewer District. Will review GRD installation requirement if conditions change, on an annual basis.

**Commission Decision**

- Approved
- Denied
- More Information Requested    / /
- Resubmittal Approved
- Resubmittal Denied

**Final Variance Decision**

- Approved
- Resubmittal
- Denied

Date:            /            /

Board Approval Date:            /            /

## **RESOLUTION NO. 1018**

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, INCREASING THE DEPOSIT PAID FOR DEVELOPER EXTENSION AGREEMENTS AND REPEALING AND SUPERSEDING INCONSISTENT PORTIONS OF RESOLUTION NO. 934.

**WHEREAS**, the Lake Stevens Sewer District (“District”) operates a sewerage system in the vicinity of Lake Stevens, Snohomish County, Washington; and

**WHEREAS**, deposits are required to be paid to the District by developers for Developer Extension projects. The District has not increased the deposit amount in over fifteen years.

**WHEREAS**, in light of the increase in District operational costs and expenses over the last fifteen years, the District has determined the amount of the deposit provided for Developer Extension projects shall be increased from \$2,500 to \$5,000. The reduced deposit provided for subsequent, co-owned phases of the same project that include multiple land use actions with either the City of Lake Stevens or Snohomish County shall change from \$1,500 to \$2,500.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON AS FOLLOWS:**

Section 1: At the time of application for a Developer Extension Agreement, the required deposit for the initial phase of the overall project shall now be \$5,000. The phases of the development shall be consistent with the associated land use actions granted by either Snohomish County or the City of Lake Stevens. The deposit for subsequent phases of the same multi-phase project, having the same ownership at the time of the subsequent phase development extension agreement(s) as the initial phase, shall be \$2,500 for each subsequent phase.

Section 2: Separate projects shall be required to deposit \$5,000. If there is any dispute as to whether a developer extension agreement is being submitted as a separate project or as a legitimate successive phase of an earlier developer extension agreement project, the District shall decide which circumstance applies and which deposit is applicable. The District's decision, based on the information provided by the developer, its own files and otherwise available, shall be final.

Section 3: The effective date of this Resolution shall be January 13, 2022.

Section 4: This Resolution shall repeal and supersede any portion of Resolution No. 934 that is inconsistent with this Resolution.

**ADOPTED** by the Board of Sewer Commissions, Lake Stevens Sewer District, Snohomish County, Washington at an open public meeting held on the 13th day of January 2022, the following Commissioners being present and voting.

LAKE STEVENS SEWER DISTRICT:

\_\_\_\_\_  
Dan Lorentzen, President and Commissioner

\_\_\_\_\_  
Commissioner (*vacant*)

\_\_\_\_\_  
Kevin Kosche, Secretary and Commissioner

## **RESOLUTION NO. 1019**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE LAKE STEVENS SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FOR CAPITAL EXPENDITURES FROM FUND NO. 46 TO FUND NO. 58 RELATING TO SPECIFICALLY ENUMERATED PROJECTS.

**WHEREAS**, the Lake Stevens Sewer District is a special purpose district organized under Chapter 57 RCW that operates a sewerage system in the vicinity of Lake Stevens, Snohomish County, Washington; and

**WHEREAS**, the Board of Commissioners of the Lake Stevens Sewer District has determined that funds should be transferred between the Districts' Connection Fee Capital Improvements Fund (No. 46) into Capital Expenditure Fund (No. 58) to undertake capital improvements relating to the 2022 Comprehensive Plan, the 91st Ave Sewer Repair, VBC Structural Repairs, Southeast Regional Lift Station, SR9 & 24th Street Crossing, 20th Street NE & Business Loop Road Design and Construction Management, Trailer Caddy, Treatment Plant Headworks Band Screens, Treatment Plant Primary Band Screens, Lift Station 11 Retrofit Feasibility Study, Lift Station 22 Odor Control, Treatment Plant Gate Replacement, and the VBC Second Floor Building Improvements in the amounts listed in **Exhibit A** attached hereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE LAKE STEVENS SEWER DISTRICT:**

The Board of Commissioners authorizes the transfer of One Million Three Hundred Twenty-Two Thousand Eight Hundred Forty-Nine and 40/100 Dollars (\$1,322,849.40) from Fund No. 46 to Fund No. 58 to undertake capital improvements relating to the 2022 Comprehensive Plan, the 91st Ave Sewer Repair, VBC Structural Repairs, Southeast Regional Lift Station, SR9 & 24th Street Crossing, 20th Street NE & Business Loop Road Design and Construction Management, Trailer Caddy, Treatment Plant Headworks Band Screens, Treatment Plant Primary Band Screens, Lift Station 11 Retrofit Feasibility Study, Lift Station 22 Odor Control, Treatment Plant Gate Replacement, and the VBC Second Floor Building Improvements projects in the amounts listed in Exhibit A attached hereto. Any disbursements of said monies from Fund 58 shall be allowed only upon authorization of the Board of Commissioners.

**ADOPTED** by the Board of Sewer Commissions, Lake Stevens Sewer District, Snohomish County, Washington at an open public meeting held on the 13th day of January 2022, the following Commissioners being present and voting.

LAKE STEVENS SEWER DISTRICT:

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Dan Lorentzen, President and Commissioner

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Commissioner

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Kevin Kosche, Secretary and Commissioner

EXHIBIT A

Capital Projects - Amounts to be transferred from Fund No. 46 to Fund No. 58

Project	Amount	Commissioner Meeting Date(s) Approved	Notes / Comments
2022 Comp Plan	344,843.00	10/22/2020	G&O
91st Ave Emergency	23,414.78	multiple	CHS, WSDOT, AH, Innovac
91st Ave Emergency	(18.51)	multiple	CO 2 and CO 1,3&4 sales tax
VBC Structural Repairs	(39,540.00)		Gray & Osborne #17 Res 982 & 985
VBC Structural Repairs	(29,570.00)		Gray & Osborne #22 Res 982 & 985
VBC Structural Repairs	12,815.58	multiple	Gray & Osborne Structural Evaluation
VBC Structural Repairs CO10	1,216.80	8/13/2020	James & Company Sales Tax
VBC Structural Repairs CO 4, 6, 7, 9	18,152.54	multiple	James & Company Change Orders
VBC Structural Repairs	13,677.85	multiple	National Sign, Precision Doors
SE Regional LS	97,956.28	multiple	Pace Engineering Permitting, Bid Docs, Amend 2
SE Regional LS	206,305.48	multiple	City of Lk Stevens, AH, Advertising, PUD, Recording
SR9 & 24th St Crossing	398,531.25	12/22/2020	WSDOT
20th St NE & Business Loop Rd D&CM	111,780.00	12/10/2020	Gray & Osborne #29
Trailer Caddy	50,000.00	12/10/2020	DJ Products
Treatment Plant Headworks Band Screens	90,000.00	1/14/2021	JWC
Treatment Plant Primary Band Screens	90,408.15	2/25/2021	JWC
Lift Station 11 Retrofit Feasibility Study	34,070.00	3/25/2021	Gray & Osborne #30
Lift Station 22 Odor Control Treatment Plant Gate	120,227.00	3/25/2021	Gary Harper Construction
Replacement	33,252.20	4/22/2021	NPR
VBC Second Floor Building Improvements	90,170.00	5/13/2021	Gray & Osborne #31
	<u>\$1,322,849.40</u>		

## **RESOLUTION NO. 1020**

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, RECONFIRMING THE SCHEDULE AND LOCATION OF THE COMMISSIONER MEETINGS

**WHEREAS**, the Open Public Meetings Act, Chapter 42.30 RCW, provides for the governing body of a public agency to designate the schedule for its regular meetings; and

**WHEREAS**, the Board of Commissioners of the Lake Stevens Sewer District, through this Resolution, is reconfirming the schedule and location for its regular meetings.

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT; SNOHOMISH COUNTY, WASHINGTON AS FOLLOWS:**

Section 1: The regular meetings of the Board of Commissioners of the Lake Stevens Sewer District shall be held on the second and fourth Thursdays of each calendar month, commencing at 9:00 a.m., in the James Mitchell Conference Room, located at 1106 Vernon Road, Lake Stevens, Washington.

Section 2: The Board of Commissioners may adjust this schedule, from time to time, as scheduling needs require, which would, or could include holding regular meetings of the Board of Commissioners of the Sewer District during other hours at such times as the Board of Commissioners deems appropriate, and it may hold special meetings pursuant to RCW 42.30.080, as it determines to be in the interest of the Sewer District.

Section 3: Nothing in this Resolution shall be deemed to restrict the powers of the Board of Commissioners as those powers are authorized by law.

**ADOPTED** by the Board of Sewer Commissions, Lake Stevens Sewer District, Snohomish County, Washington at a regular open public meeting held on the 13th day of January 2022, the following Commissioners being present and voting.

LAKE STEVENS SEWER DISTRICT:

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Dan Lorentzen, President and Commissioner

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Commissioner

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Kevin Kosche, Secretary and Commissioner