



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

**MINUTES OF
COMMISSIONER MEETING
January 13,2022 at 9:00 AM**

Attendees: Commissioners Dan Lorentzen and Kevin Kosche, District Staff: Mariah Low, Johnathon Dix, and Michelle Bauman. District Engineers: Barry Baker, G&O. Legal Counsel: Jordan Stephens, City: City Councilman Gary Petershagen and 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. Commissioner Lorentzen seconded the Motion. The Motion passed.
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.

	AMOUNT	CHECK #'s
A. Minutes: Oct 28, Dec 22 & 23		
B. Lien Placements (38) Lien Releases (29) Lien Foreclosure Lawsuit (3)		
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	

PUBLIC FORUM – Non-action Items (please limit comments to 3 minutes) Commissioner Lorentzen asked if there were any public comments or questions submitted. No questions submitted but Councilman Gary Petershagen was in attendance in the audience. Councilman Petershagen was representing the City for the Utility Committee and is asking for consideration to be involved in the interviewing to fill the vacant commissioner seat. Gary mentioned that in the last 6 to 9 months there has been a spirit of cooperation between the Utility Committee members and since he has been elected to the Utility Committee for 2022, he would like to continue the cooperation. The City would like to be involved in the process not necessarily in the decision making. No other public comments were received.

5. **OLD BUSINESS - NONE**

6. NEW BUSINESS

- A. Lake Stevens School District Pretreatment Code Variance Application – Johnathan Dix stated that the school district is asking for this variance for Skyline, Glenwood and Lake Stevens Middle School because the kitchens are not being used to cook or serve hot food at this time. If approved, the variance would not require the school district to install grease traps by the required date. Staff recommends the approval of this variance with pretreatment annual inspections to make sure there is no increase of FOG. If there is evidence of an increase of FOG, the variance will be readdressed. Commissioner Kosche made a motion to approve the variance with annual inspections required. Commissioner Lorentzen seconded the motion, The Motion passed.
- B. Resolution No. 1018 – Repealing Resolution No. 934 and Replacing DEA Deposit Fees – Johnathan Dix stated that this resolution will raise the deposit required for DEA from \$2500 to \$5000 and other deposits for different phases of DEAs raised to \$2500. Outstanding expenses have been exceeding the deposits that have not seen increases in more than 15 years. Legal and District staff recommend approval of Resolution No. 1018. John stated that most current DEA projects exceed the initial \$2500 deposit. Legal council also clarified that Resolution 934 is only being repealed to the extent that it is inconsistent with this new resolution and that this resolution provides some of that background information that John stated. Commissioner Kosche made a motion to approve Resolution 1018 with the repeal of a portion of Resolution 934 that is inconsistent with Resolution No. 1018 for new DEA deposit amount. Commissioner Lorentzen seconded the Motion. The Motion passed.
- C. Resolution No. 1019 – Transfer Capital Funds – Mariah Low stated that the District transfers funds by resolution. This new resolution is documentation to make a transfer from Fund 46 to Fund 58 in the amount of \$1,322,849.48. It has been reviewed by Legal and recommended by staff. Commissioner Kosche made a motion to approve Resolution No. 1019. Commissioner Lorentzen seconded the motion, The Motion passed.
- D. Resolution No. 1020 – Reconfirming the Schedule and Location of Commissioner Meetings- Mariah Low stated that this annual resolution is to reconfirm for the District and public where and when the commissioner meetings will take place. There are no changes to the meeting days, time, or place. Reviewed by legal and recommended by Staff. Commissioner Kosche made a motion to approve Resolution No. 1020. Commissioner Lorentzen seconded the motion. The Motion passed.
- E. Discussion on vacant commissioner position – Commissioner Lorentzen stated that Commissioner Stevenson accepted an opportunity out of state and resigned her position in December effective immediately. The position has been advertised. The posting does not close until February. Mariah Low said that the resignation was received on December 27th and the District has 90 days to fill the position. After the 90 days if there is no appointment by the District, County Council will have the opportunity to appoint someone to the position. If the County Council doesn't appoint someone the decision falls to the Governor's office. All interested parties should submit a cover letter and resume to the

District office and public interviews will follow. Discussion ensued about possible candidates and interest in the position.

7. MANAGERS' REPORTS –

- A. General Manager – Mariah Low stated that Admin is currently working on end and beginning of year items in accounting. Mariah reached out to G&O requesting a rate analysis for the Comp Plan and information should be available for the next board meeting. Average flows at the Treatment Plant are 4.1 MGD, Nitrates right now are down by a 45% reduction at 10.1 mg/L. The cold spell took a toll on the Plant and created a lot of boiler problems, but the team did a great job keeping them running. The pass closure has also created problems since the District hauls biosolids east and that has not been able to happen. A second trailer was needed at the Plant to store the biosolids until they can be transported. New sampling has started for the new General Nutrient Permit. Chris Ayriss, newest hire at the plant, is an operator IV and doing great. He's a great addition to the team.
- B. Assistant General Manager – Johnathan Dix shared that 2021 ended with the District collecting 605.59 GFCs and issuing 487 permits. The District is working on final acceptance of Toll Estate that has 14 lots. Our Pretreatment team is implementing new tracking software this upcoming week through Swift Comply which will include a portal for customers and haulers to communicate and upload documents for the pretreatment program. This should save the District about .25 FTE over a year. The wet weather has stressed collections so there has been a lot of over-time, but no spills reported.

8. CITY REPORT – Gene Brazel stated that the City debriefed yesterday about the last snow event, what worked and what could be improved in the future. The City is holding interviews for multiple positions that are still open. They held another accreditation meeting for Public Works and assigned the first of many tasks to employees and launched Power DMS where all policies will be housed. It will send policy creators annual reminders to update and renew the policies. The City appreciates the partnership with the District.

9. COMMISSIONERS' REPORT – The Commissioners appreciate the hard work of all teams in all the challenges with so much wet and cold weather and look forward to 2022. Commissioner Lorentzen will stay in the President position and Commissioner Kosche will keep the Secretary position for now and positions can be reassessed once the vacant commission seat is filled.

10. EXECUTIVE SESSION – None

11. CONCLUDE – Commissioner Stevenson moved to adjourn the Board Meeting. Commissioner Kosche seconded the Motion. The Motion passed at 9:39 AM.

Signed at a regular open public meeting this 27th day of January 2022



Dan Lorentzen, President and Commissioner

Commissioner (vacant)

Kevin Kosche, Secretary and Commissioner



Dan Lorentzen, President and Commissioner

Commissioner (vacant)

Kevin Kosche

Kevin Kosche, Secretary and Commissioner

Signature: 
Kevin Kosche (Jan 27, 2022 14:17 PST)

Email: kevin.kosche@lkssd.org






1-13-22 Meeting Minutes

Final Audit Report

2022-01-27

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