



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

**MINUTES OF
COMMISSIONER MEETING
APRIL 14, 2022, at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Andrea Wright and Kevin Kosche, District Staff: Mariah Low, Michelle Bauman and Melonie Grieser. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Jordan Stephens, City Staff: Gene Brazel

1. **CALL TO ORDER** – At 9:00 AM Commissioner Lorentzen called the meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Lorentzen led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Updated version of Consent Items, H Capital Expenditures was missing a dollar amount. Commissioner Kosche moved to approve the agenda with the update of Capital Expenditures dollar amount. Commissioner Wright 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 J. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: Mar 24 & 31		
B. Lien Placements (21)	NA	
Lien Releases (35)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$497,243.81	
Withdrawals	\$54,321.10	
Transfers	\$9025.30	
D. Payroll	\$220,948.91	
E. 40 – Maintenance	\$231,566.55	9665-9718
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	\$2,600.00	9719
H. 58 – Capital Expenditures	\$53,316.10	9720-9723
I. 60 – PWTF Principle & Interest Payment	NA	
J. Housekeeping Items –	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. No questions submitted and no one in attendance had comments.

6. OLD BUSINESS –

- A. SEPA Hearing - Fagerlie Annexation – The Fagerlie Annexation SEPA hearing period concluded on April 14, 2022. Public Notices were posted at the Annexation site, at the City Office, the LSSD

office and in the Everett Herald for 2 consecutive weeks. Commissioner Lorentzen opened the meeting to public comment pertaining to the annexation. There were no comments. The hearing was closed for comment period.

- B. Resolution No. 1028 – Fagerlie Annexation Boundary Review Board (BRB) - Resolution No. 1028 approves the petition for the Fagerlie Annexation and forwards the matter to the Boundary Review Board. Commissioner Kosche made a Motion to approve Resolution No. 1028. Commissioner Wright seconded the Motion. The Motion passed.

7. NEW BUSINESS -

- A. Ixtapa Pretreatment Variance Request –Ixtapa is requesting a variance to the Pretreatment regulations, which requires all grease removal devices to be maintained every 90 days. The interceptor at the restaurant is 3500 gallons and expensive to maintain. To date, the restaurant has only maintained the interceptor annually. Staff suggests that the restaurant adhere to 90-day maintenance for monitoring before a longer schedule is approved. Staff is asking for approval to grant Ixtapa a longer maintenance period, not to exceed 6 months, if monitoring proves a longer period is warranted. Commissioner Kosche made a Motion to approve the variance after adequate monitoring and staff approval. Commissioner Wright seconded the Motion. The Motion passed.
- B. LIHWAP – Mariah Low stated that this Federal program through Snohomish County assists low-income customers with water and sewer related utilities. Snohomish County received Cares money to help customers with their arears bills. It will allow District customers to apply directly with Snohomish County. If approved, LIWAP will make payment to the District on behalf of the customer. Staff is asking for authorization for the General Manager to execute the contract with Snohomish County. Commissioner Kosche made a Motion to approve the GM to execute the contract. Commissioner Wright seconded the Motion. The Motion passed.
- C. WWTP UV System repair contract to Suez Treatment Solutions Inc, \$38,181.63 – Mariah Low stated that this service contract is for the Treatment Plant’s UV system. All effluent must be treated with UV before leaving the plant. Suez has provided maintenance to the UV system in the past and provided a quote for a contract. Staff did include this ongoing maintenance in the budget. Suez Treatment Solutions Inc is the sole source provider for this work. Commissioner Kosche made a Motion to approve the contract for \$38.181.63 and authorized the General Manager to execute the contract. Commissioner Wright seconded the Motion. The Motion passed.
- D. WWTP Centrifuge Service & Maintenance Agreement – Andritz Separation Inc., \$104,850.00 – Mariah Low stated that the amount for this agreement is \$104,850 not \$140,850, as printed on the agenda. The service and maintenance were included in the budget and Andritz Separation Inc is the sole source for this service. This company has done work on the WWTP centrifuge in the past. Commissioner Kosche made a Motion to approve the contract and authorize the General Manager to execute the contract. Commissioner Wright seconded the Motion. The Motion passed.
- E. Resolution No. 1027 – Adopting a Revised Policy for Credit Card Use by District Personnel – Mariah Low stated that the last policy for credit card use was written in 2015. Staff recommends an updated policy with more securities and updating the titles of individuals allowed to use the

District's credit cards. Commissioner Kosche made a Motion to approve the Resolution. Commissioner Wright seconded the Motion. The Motion passed.

- F. Resolution No. 1029 – Adopting a Revised Policy for Accessory Dwelling Units, Accessory Structures and Fees – Mariah Low stated that this policy will add new definitions for both structures. There will be no change in charges but will include clarifications for monthly billing. Resolution No. 1029 has been reviewed by legal and is recommended by staff. Commissioner Kosche made a Motion to approve Resolution No. 1029. Commissioner Wright seconded the Motion. The Motion passed.

8. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that District GFCs to date are 40 and 71 permits have been paid. The Caring by Sharing program is at \$712.79, which will help about 8 families. The Treatment Plant flows are at 2.95 MGD. Department of Ecology TIN is still at 16% which is very good. Treatment plant was broken into on April 1st but wasn't discovered until April 4th. The security fence surrounding the Plant was cut to gain entry and the '99 Mitsubishi flatbed truck with Auto Crane was stolen. Repairs to the gate were made for about \$1000. The Truck was recovered in Arlington on April 13th but is awaiting damages estimate from WCIA. The Plant gate is not opening correctly and is being addressed. Lift Station 14 was also broken into on April 8th. The security fence was damaged when the thieves pushed through the gate and stole the generator battery and cables. Staff secured the station and replaced the items stolen which totaled about \$400. Improvements are being made for better lighting at all lift stations. The District was informed by SnoCo PUD that the Field building is currently on a month-to-month lease and they don't expect to lease to the District for more than 3-5 years. Currently the field building houses 9 vehicles and 8 employees. All retention documents are housed there as well. The Plant Sludge Hopper that has been missing for several weeks, due to a train derailment, has been recovered, undamaged, and should arrive at the plant soon. Workforce Snohomish County is currently assisting 5 customers pay their accounts that are in arrears, totaling about \$5,000. The District was approved for a grant to attend a Risk Management conference. It will cover the travel and registration. Department of Ecology has officially accepted the District's permit application. WCIA refunded \$500 to the District for training classes attended. Mariah attended the WASWD spring conference in early April. The Cybersecurity audit should be ready to publish the report on April 28th and a public hearing will be held on May 12th. Mariah met with a Premium Annual Reviewer for LNI and the District is doing better than other similar reporters and received an excellent rating and good history and should expect a very good retro program refund in July. Capstone Solar is working on a Memorandum of Understanding and then a contract. The new CPA is nearing completion of annual financials.

- B. Assistant General Manager – Not in attendance

- 9. **CITY REPORT** –Gene Brazel stated that the City has advertised for a special council meeting for a Heritage Grant that funds construction of museums. An application is ready and waiting for a resolution from City Council. The Transportation Benefit District was established but not funded. The City needs to fund it now to perform road maintenance. On the ballot this December citizens will be

asked to fund this through an increase of 0.20% sales tax. Costco is working to complete their access road.

10. **COMMISSIONERS' REPORT** – Commissioner Kosche stressed the importance of higher security for all buildings including an upgrade in alarms, lighting, etc. Kevin asked for an update on rate communication, feedback, or other information. Customers will receive ½ sheet informational insert in their April billing statement. Kevin also inquired about any response from the City after the District's formal letter about litigation. The litigation is a colossal waste of funds, and a response is needed soon. Both Commissioner Wright and Lorentzen agreed about the security for District property. Commissioner Lorentzen thanked Mariah for attending the WASWD conference.
11. **EXECUTIVE SESSION** – Jordan Stephens stated the Commission will now recess into Executive Session at 9:43 AM and excused the general public; it is estimated the executive session will last until 10:15 AM. The purpose of the Executive Session, under RCW 42.30.110.(1)(i), is to discuss with legal pending 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.
12. **CONCLUDE** –Commissioner Wright moved to adjourn the Board Meeting. Commissioner Kosche seconded the Motion. The Motion passed at 10:15 AM.

Signed at a regular open public meeting this 28th day of April 2022





Dan Lorentzen, President and Commissioner



Andrea Wright, Commissioner

Kevin Kosche

Kevin Kosche, Secretary and Commissioner

Signature:  (Kevin Kosche, May 12, 2022 16:03 PDT)

Email: kevin.kosche@lkssd.org