



**LAKE STEVENS
SEWER DISTRICT**
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1106 Vernon Road · Suite A,
Lake Stevens, WA 98258
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Web Address: lkstevenssewer.org

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

**MINUTES OF SPECIAL
COMMISSIONER WORKSHOP ON
MAY 31, 2022 @ 4:00 PM**

**Location: 1106 Vernon Rd, Suite A, Lake Stevens WA 98258 or
Remotely via GoToMeeting virtually**

Attendees: Commissioners Kevin Kosche, Dan Lorentzen, and Andrea Wright. District: Mariah Low, Johnathan Dix, Rosalind Gorc, and Melonie Grieser.

1. Call to Order at 4:00 PM Commissioner Dan Lorentzen called the meeting to order.

Agenda –

- A. Relocation of Field Building – Mariah Low presented information about the District's current Field Building which is leased from Snohomish County PUD. SnoCo PUD has informed the District that the lease will not be extended beyond the next 4 to 5 years. It is in the District's best interest to look for alternative placement of the Field crew and fleet. Options for relocation included, purchasing a new building, relocating to the City's Public Works building, building at the treatment plant, and building on the empty lot next to Vernon Business Center. Various suggestions were discussed. Any move would be a year or more out into the future.

- B. Staffing Needs Planning Discussion – Rosalind Gorc presented current and future staffing needs for the District. Seven employees will be retiring within the next 5 years which could pose critical issues unless the District acts now to start hiring and backfilling. An organization chart was shared with the Commissioners that showed all proposed positions and ranked need on a scale of now, 1 year, 2-5 years, and no foreseeable need. Two positions not previously included in the budget were proposed: a seasonal worker for the plant and an information technology position. Commissioner Kosche commented that advertising, interviewing, and onboarding time frames should be analyzed so the District can have a smooth transition from retiring staff to new hires. Some positions will require a longer training period to be able to ideally perform in that role. Commissioner Kosche would like to see a more specific time frame for the employees retiring within the three to five years. The upcoming mid-year budget review is a great time to discuss the cost implications.

2. **Concluded** Commissioner Kosche made a Motion to adjourn the meeting. Commissioner Wright seconded the Motion The Motion passed at 5:09 PM with no action taken.

Signed in a regular open public meeting this 9th day of June 2022



Dan Lorentzen

Dan Lorentzen, President and Commissioner

Andrea Wright, Commissioner

Kevin Kosche, Secretary and Commissioner

Signature: Dan Lorentzen
Dan Lorentzen (Jun 9, 2022 17:45 PDT)

Email: dan.lorentzen@lkssd.org






05-23-22 Minutes to be signed

Final Audit Report

2022-06-10

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-  Document created by Melonie Grieser (Melonie.Grieser@lkssd.org)
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Signed in a regular open public meeting this 9th day of June 2022

Dan Lorentzen, President and Commissioner



Andrea Wright, Commissioner



Kevin Kosche, Secretary and Commissioner